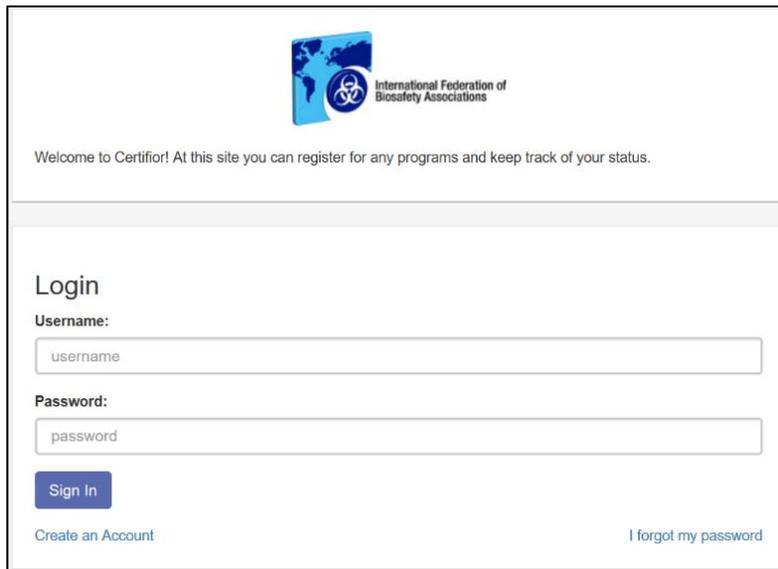


Applications to sit for an IFBA professional certification examination are accepted at any time but must be submitted via the *Certifior* website only at <https://ifba.certifior.com>. This *Guide to Using Certifior* will assist individuals through the process. If you encounter any difficulties or require technical support, contact the HelpDesk at support@assess.com

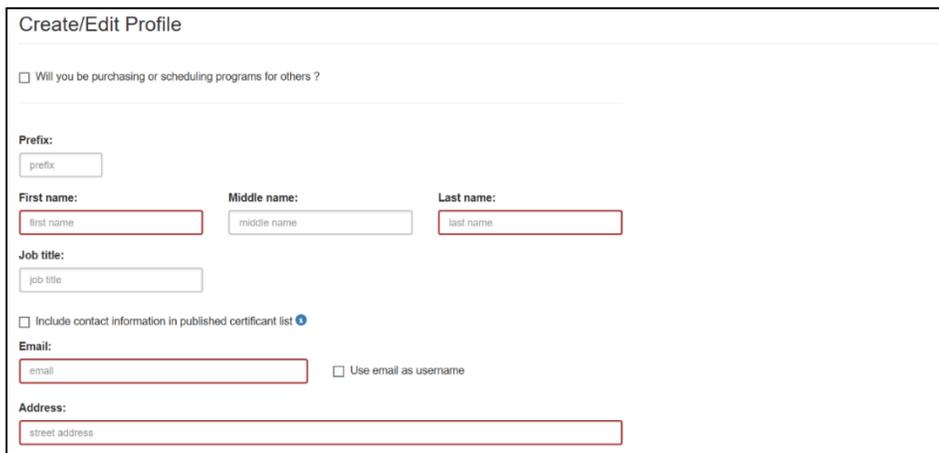
1. Create a Certifior Account

- Open your internet browser and log onto Certifior at <https://ifba.certifior.com>
- Click on the “Create an Account” button and provide the required information to create your account



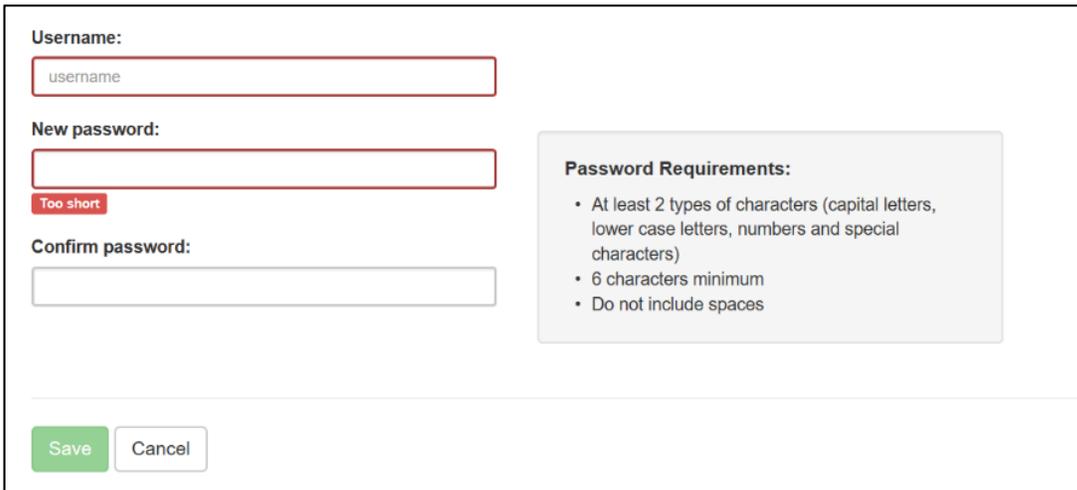
The screenshot shows the Certifior login page. At the top, there is the IFBA logo and the text "Welcome to Certifior! At this site you can register for any programs and keep track of your status." Below this is a "Login" section with a "Username:" label and a text input field containing "username". Underneath is a "Password:" label and a text input field containing "password". A blue "Sign In" button is positioned below the password field. At the bottom left of the login section is a link "Create an Account" and at the bottom right is a link "I forgot my password".

- When creating your account, **enter your name exactly how you would like it to appear on your certificate**
- You must also **enter a complete mailing address** which will be used by the IFBA Secretariat to mail your certificate, wallet card and lapel pin
- If you would like your contact information to be included in IFBA’s published list of certified individuals, check the box “Include contact information in published certificants list”



The screenshot shows the "Create/Edit Profile" form. It starts with a checkbox "Will you be purchasing or scheduling programs for others?". Below this is a "Prefix:" label and a text input field containing "prefix". The form then has three input fields for "First name:" (containing "first name"), "Middle name:" (containing "middle name"), and "Last name:" (containing "last name"). Below these is a "Job title:" label and a text input field containing "job title". There is a checkbox "Include contact information in published certificant list" with a blue information icon. The "Email:" section has a text input field containing "email" and a checkbox "Use email as username". The "Address:" section has a text input field containing "street address".

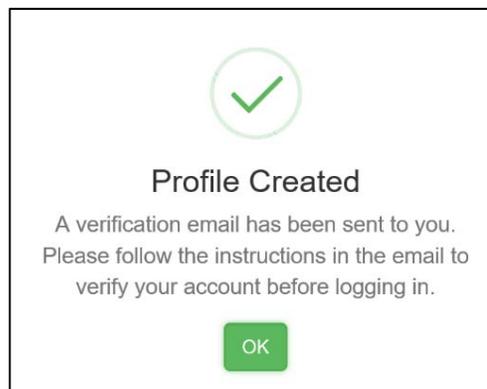
- Create your Username and Password and click on the “Save” button



The registration form contains the following elements:

- Username:** A text input field with the placeholder text "username".
- New password:** A text input field with a red border. Below it is a red error message: "Too short".
- Confirm password:** A text input field.
- Password Requirements:** A grey box containing the following list:
 - At least 2 types of characters (capital letters, lower case letters, numbers and special characters)
 - 6 characters minimum
 - Do not include spaces
- Buttons:** A green "Save" button and a white "Cancel" button with a grey border.

- You will be sent an automatic email to verify your email address before being able to enter the Certifior system



- You may now login into the system at any time to schedule an exam and keep track of your certification status using your username and password

