

You will have a maximum of 20 minutes to complete Steps 11 through 17.

Step 11: Confirm your registration

A Reservation Summary page appears. If the information is correct, click the "Continue" button. If incorrect, click the "Cancel" button to perform another search.

NOTE: Your reservation is not confirmed until you pay for the test.

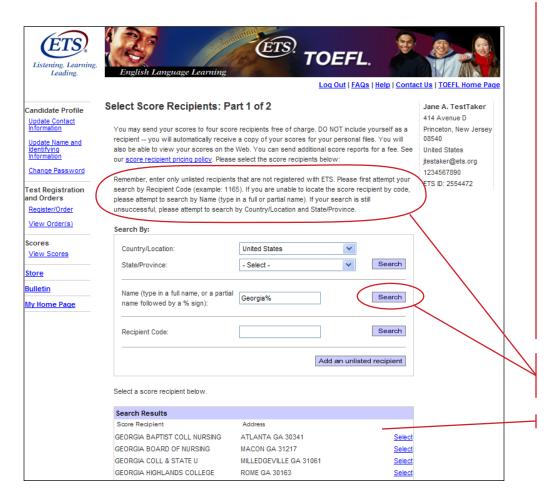
Step 12: Select your score recipients

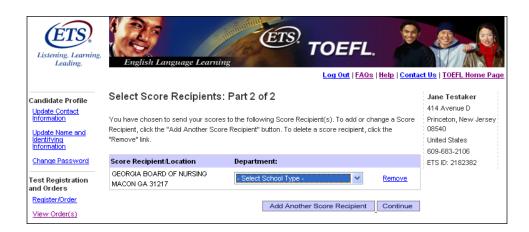
Part 1

You will automatically receive a free score report for your records. Additionally, you may designate up to four institutions to receive your score reports, free of charge. It is best to enter your selection now; you cannot select your score recipients at the test center.

Free score recipient selections or changes will be accepted no later than 10 p.m. (local test center time) the day before your test. After that, a charge will be imposed.

Note the instructions for searching score recipients and this example of a search.





Step 12: Select your score recipients

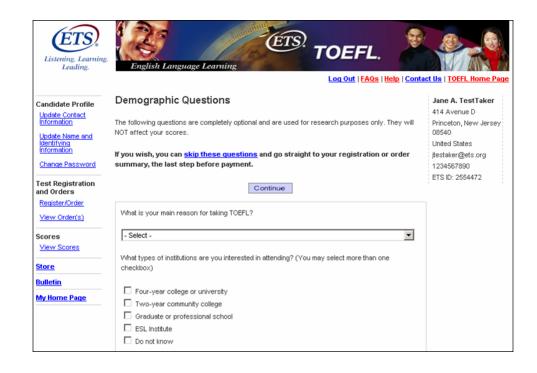
Part 2

Verify your selected recipient and select, if applicable, a department. Then you can either choose to "add another recipient" or "continue" with the registration process.



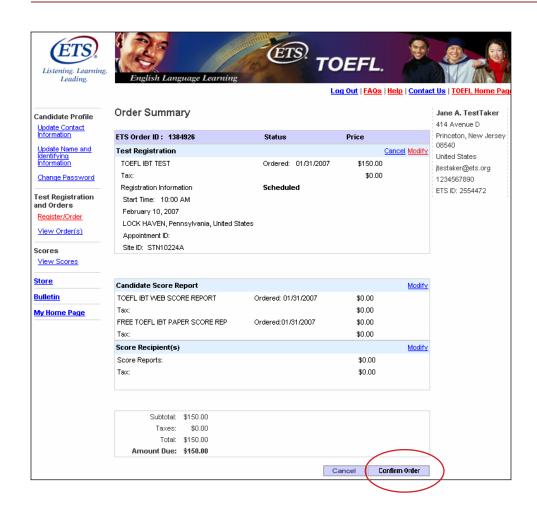
Step 13: Score Reporting **Preferences**

Choose how you want to receive your scores and click "Continue."



Step 14: Answer demographic questions

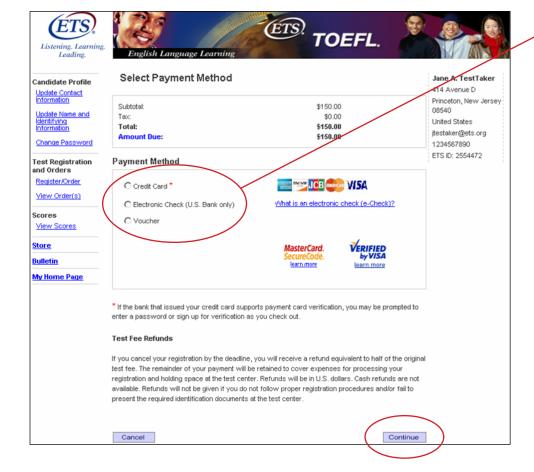
Answers to these questions are voluntary and remain anonymous. They are used for research purposes only and the information will help us better serve TOEFL test takers and score users.



Step 15: Confirm your order

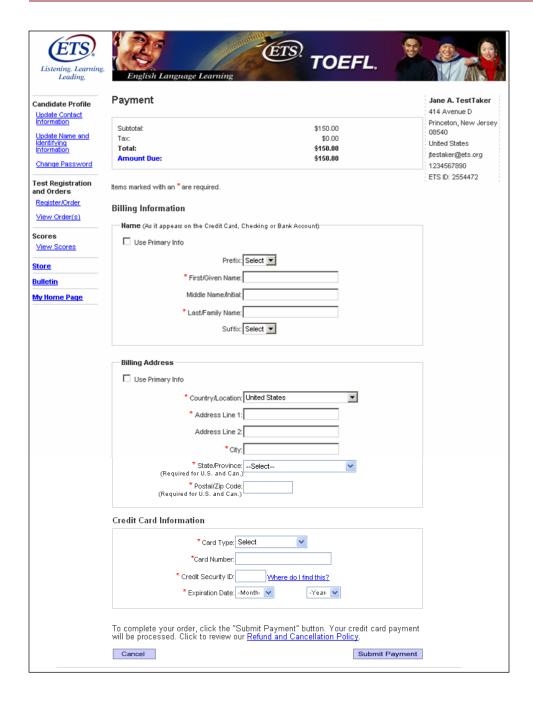
Review your registration information for accuracy, and click the "Confirm Order" button.

- To change any information, click the "Modify" link.
- To cancel your registration, click the "Cancel" button.



Step 16: Make your payment

Choose your payment method and click the "Continue" button.

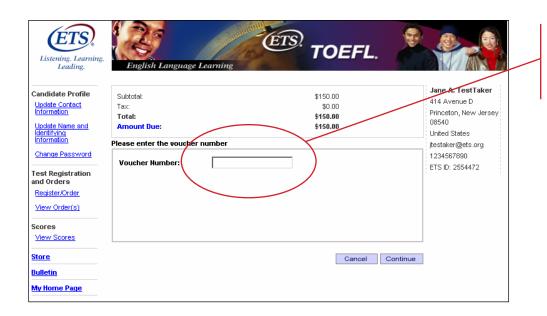


Step 17a: Credit card payment

To make a credit card payment, fill in all *required information. Note: JCB credit cards do not use a secure credit ID number.



After you submit your credit card information, a screen will appear showing that your order has been paid.



Step 17b: Voucher payment

If you purchased or were provided with a voucher, enter the voucher number.

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Listening. Learnin Leading.		TOEFL.	
Candidate Profile	Payment		Jane A. TestTaker
Update Contact Information			414 Avenue D
Ipdate Name and	Subtotal:	\$150.00	Princeton, New Jerse 08540
lentifying formation	Tax: Total:	\$0.00 \$150.00	United States
	Amount Due:	\$150.00	jtestaker@ets.org
hange Password			1234567890
est Registration ad Orders	items marked with an * are required.		ETS ID: 2554472
Register/Order	Billing Information		
/iew Order(s)	•		
cores	Name (As it appears on the Credit Card, Checking of	or Bank Account)	
/iew Scores	Use Primary Info		
	Prefix: Select 🔻	7	
tore			
<u>ulletin</u>	* First/Given Name:		
My Home Page	Middle Name/Initial:		
	* Last/Family Name:		
	Suffix Select		
	Suriix. Select		
	Billing Address		
	☐ Use Primary Info		
	* Country/Location: United St	tates	
	* Address Line 1:		
	Address Line 2:		
	* City:		
	* State/Province:Select-	🔻	
	(Required for U.S. and Can.)		
	* Postal/Zip Code: (Required for U.S. and Can.)		
	Checking or Bank Account Information		
	*Account Type Checki	ing 🔻	
	*Account Number		
	*Routing/Transit Number		
		can I find Account and	
	Routing	Transit Numbers?	

Step 17c: Electronic check payment

Enter the *required information to pay by electronic check.





Log Out | FAQs | Help | Contact U

Candidate Profile

Update Contact Information

Update Name and <u>ldentifying</u> Information

Change Password

Test Registration and Orders

Register/Order

View Order(s)

Scores

View Scores

<u>Store</u> **Bulletin**

My Home Page

Thank You For Your Order

Your order is complete. You will NOT receive an automatic confirmation by e-mail

Registration Confirmation

View and Print your Registration Confirmation by clicking the "View and Print Registration Confirmation" link below. Your Registration Confirmation includes important information about your registration, including test date, start time, and test center address.

E-Mail yourself a copy of the Registration Confirmation. Use the "E-Mail" link next to "View and Print Registration Confirmation."

You can access your TOEFL® iBT profile and registration information any time by logging back into this system. From "My Home Page," you can verify your order and confirm your test day information by using the links in the "My Tests" section of My Home Page. You can update your personal and contact information with the links in the "My Profile" section.

View and Print your Order Receipt by clicking the "View and Print Order Receipt" link below. Your Order Receipt shows the prices of the items you have ordered and includes the names of your score recipients

E-mail yourself a copy of the Order Receipt. Use the "E-Mail" link next to "View and Print Order Receipt" link

Scores

Your TOEFL iBT scores will be available approximately fifteen business days after you take the test. To view your scores, log into the TOEFL iBT home Page and select the "View Scores" link.

Your order entitles you access to a free TOEFL® iBT Sampler. You can view the Sampler now access it from the View Order(s) link in your home page at any time until the date shows below.

12/22/07

(mm/dd/yyyy)

Take one of the practice tests on TOEFL Practice Online to help redict your performance optes day. Do your BEST on the TOSEL iBT. Practice now

View and Print Order Receipt

Test

Test Date

Wednesday, July 25, 2007

06:08 AM

Start Time:

Registration Confirmation: View and Print Registration Confirmation | E-mail

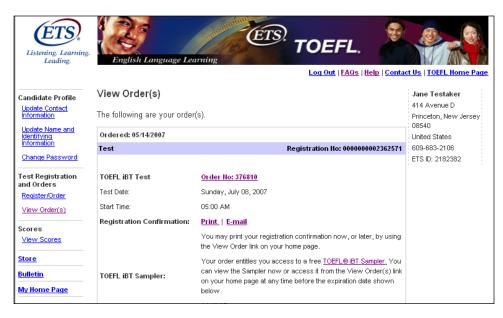
You may view and print your registration confirmation now, or you can print it later, from the View Order(s) link on your home page

Step 18: Payment confirmation

If the payment transaction was a success, this screen appears.

Don't forget to:

- Access the free TOEFL iBT Sampler
- Use the practice tests on TOEFL Practice Online
- Print your order receipt if you want confirmation of payment.
- The registration confirmation contains the time the test will be given and the exact test center address. Print out your registration confirmation and bring it with you when you test. To e-mail your confirmation, click the "E-mail" link. A confirmation will NOT be automatically e-mailed to you.



View Your Order

From the "Thank You For Your Order" page (Step 18), click the "View Order" link to make sure your recent transaction was captured. Your registration is now complete.

CONTACT US

For questions about registration, test centers, score reports or the test itself:

E-mail:

toefl@ets.org

Phone:

1-877-863-3546 — United States, U.S. Territories*, Canada

1-609-771-7100 — All other locations

Monday - Friday

8 a.m. – 8 p.m. New York time.

TEST TAKERS WITH DISABILITIES

1-866-387-8602 — United States, U.S. Territories*, Canada

1-609-771-7780 — all other locations

Teletypewriter (TTY) Number: 1-609-771-7714

Monday-Friday

8:30 a.m. – 5 p.m. New York time

Phones are busiest on Monday.

*Includes: American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands.

Fax:

1-610-290-8972

Mail:

TOEFL Services Educational Testing Service P.O. Box 6151 Princeton, NJ 08541-6151, USA

Courier or Delivery Service:

TOEFL Services (25Q-310) Distribution and Receiving Center 225 Phillips Boulevard Ewing, NJ 08628-7435, USA