



How to create your online Prometric account and schedule your IRS SEE exam

The Prometric Candidate Management System (CMS) is the new online registration system that was effective March 8, 2016. It requires you to create a new account and user profile before you schedule and pay for your exam.

Please remove any links you saved to your internet favorites prior to March 8, 2016 as the prior registration system is no longer active.

The new Prometric system includes online service tools to help you manage your test appointments and view the history of your Prometric testing events and scores.

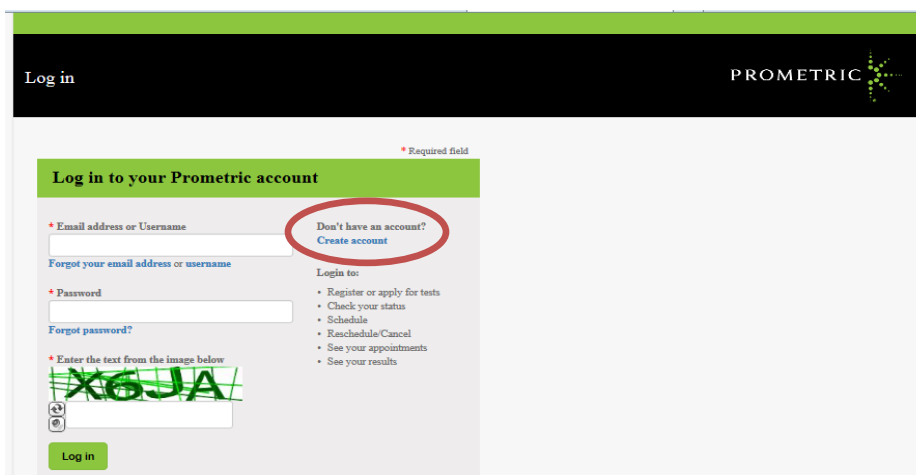
This user guide includes instructions for creating your CMS account and user profile, scheduling a testing appointment, and navigating your dashboard.

If you have an existing account – you will be prompted for a one time verification of your PTIN. Please ensure you are using your individually assigned PTIN# (POXXXXXXX) provided to you by the IRS

Creating a new CMS account or logging into an existing account

A. Create your online account (**first-time users**)

Visit <https://www.prometric.com/SEE>, and select “Create an Account”
From the Log in page, click on “Create Account”



Provide the following information then click “Create account”:

- Username
- Email Address
- Confirm Email address
- Password
- Re-enter password
- Check the box that you have read and agree to the Prometric Data Privacy Policy
- Enter text from the image
- Click on “Create account”

You will receive an account activation email. **You must click the link provided in the email within 24 hours to complete your account creation.** If you do not do this, after 24 hours you must recreate your account. After clicking the link in the email, you will be directed to the Log in page. Follow the instructions in section B below starting from the Login page.

B. Log into your account (**existing users**)

Visit <https://www.prometric.com/SEE>, and select “Schedule My Test”

From the Log in page, enter your username or email address, password, and text from the image. Then click "Log in".

Log in

PROMETRIC

* Required field

Log in to your Prometric account

* Email address or Username
Forgot your email address or username

* Password
Forgot password?

* Enter the text from the image below

X65JA

Don't have an account?
Create account

Log in to:

- Register or apply for tests
- Check your status
- Schedule
- Reschedule/Cancel
- See your appointments
- See your results

Log in

C. Update your profile

After logging in to your account, add your **profile** information. Red asterisks indicate required fields and include:

- First name, middle name, last name
 - The name you enter into your profile must **exactly match** your government-issued ID
- Country (select from drop-down menu)
- Address, City, State/Province, and Postal Code
- Primary Phone Number
- Date of Birth (select month and day from drop-down menus then type the year)
- Preparer Tax Identification Number (PTIN)

If you do not wish to subscribe to email notifications, under "Subscription" move the circle to the left. Click "Save and continue"

You can access and update your profile page at any time by selecting "Profile" at the top of the Webpage.

The screenshot shows the Prometric Profile page. At the top, there is a green navigation bar with 'PROFILE' and 'LOG OUT' buttons. Below this is a black navigation bar with 'TESTS', 'TEST HISTORY', and 'FIND ANOTHER TEST' links. The main content area is titled 'Profile' and includes a 'Your log in' section with fields for Username, Email address, and Change password. Below that is the 'Your Profile' section, which contains a warning message: 'IMPORTANT: The name you enter in your profile must exactly match the approved identification you bring to the test center.' This is followed by fields for First Name, Middle Name, Last Name, Suffix, Country, Address Line 1, Address Line 2 (Apartment No., Building, Floor, etc), Address Line 3, Address Line 4, City, State/Province, and Postal Code. There are also fields for Primary Phone Number, Extension, Secondary Phone Number, Extension, and Fax Number. The Date of Birth section includes fields for Month, Day, and Year. A note states: 'Note: This is additional profile information requested by your test provider:'. Below this are fields for PTIN and PO. The 'Subscription' section is circled in red and contains a toggle switch for 'Subscribe to emails' which is currently turned on. A 'Save and continue' button is located at the bottom right of the form.

Candidate Dashboard

From the Candidate Dashboard page you can schedule a new IRS Special Enrollment Exam, reschedule or cancel an existing appointment, and view your examination history.

- Examination parts that are available to schedule appear in the “Ready to schedule” section. See “Scheduling an appointment” on page 5 of this job aid for instructions.
- Examinations that have already been scheduled appear in the “Scheduled” section. To reschedule or cancel the appointment, click on the “Reschedule” or “Cancel” link beside the examination name and follow the prompts. Click on the “Directions” link to obtain directions to the test center.
- To request a replacement confirmation email, select “More” under the applicable appointment then click “Resend Confirmation email”.
- Click on the “Notifications” link in the upper right corner to view copies of prior email notifications from Prometric.
- See page 7 of this job aid for instructions to review your examination history.

 Ready to schedule

 Notifications

Copies of notifications that Prometric sent to you

SEE Part 2 Businesses

Scheduling Start Date: March 08, 2016
 Testing Start Date: May 01, 2016

Schedule now

More ▾

SEE Part 3 Representation, Practices & Procedures

Scheduling Start Date: March 08, 2016
 Testing Start Date: May 01, 2016

Schedule now

More ▾

 Scheduled  Do Not See Your Scheduled Test?

SEE Part 1 Individuals

Sunday, May 01, 2016 8:00 AM, Duration: 240 mins
 Confirmation Number: 0000000081071399

Reschedule
 Cancel

Canton Crossing Tower 1501 South
 Clinton Street BALTIMORE

 Directions

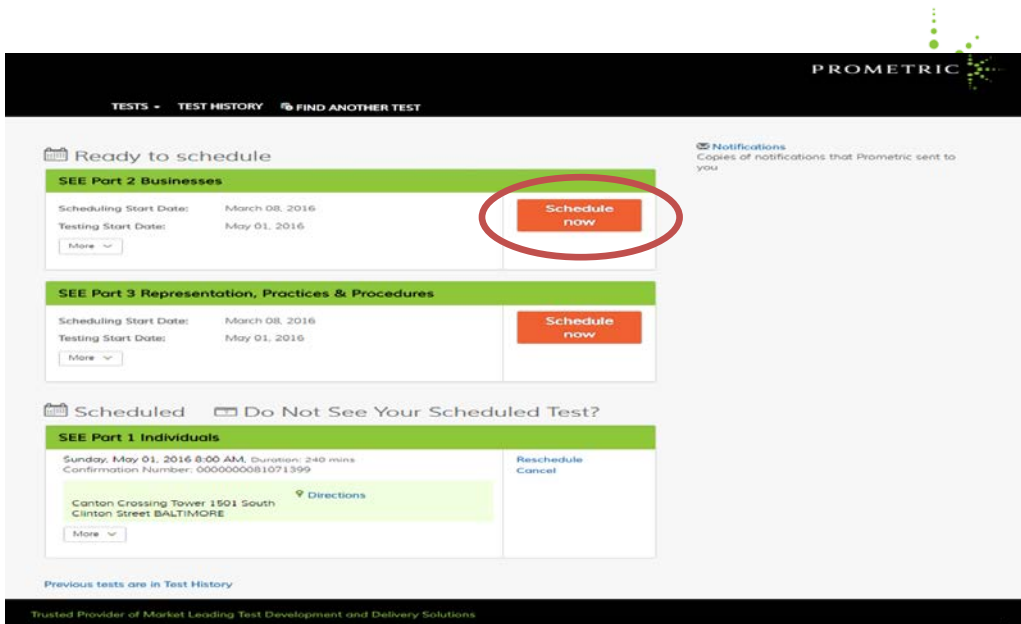
More ▾

[Previous tests are in Test History](#)

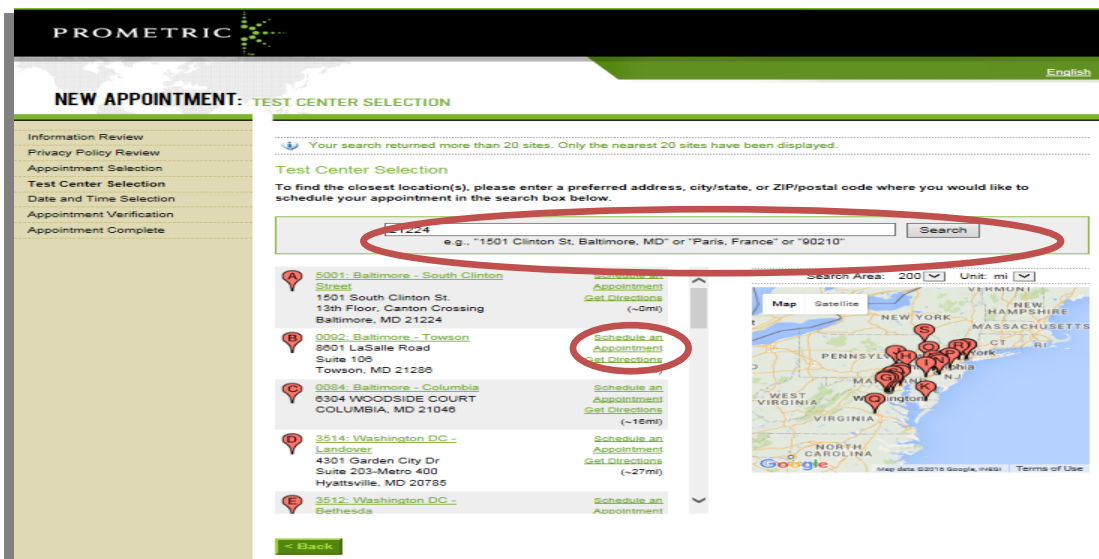
Scheduling an appointment

To schedule a new appointment from the Candidate Dashboard:

- o Click "Schedule now" next to the examination part you wish to schedule.



- o Read the Information Review and Privacy Policy Review pages (scroll down to see the entire pages) and then click "Next"
- o Eligibility Information – Select "no" or "yes" as to whether you have been pre-approved by a Prometric representative for a testing accommodation then click "Next".
- o Search for and select a test center by entering the city and state or zip code of the location you wish to test then click "Search".
- o A listing of nearby test centers will be provided. Select "Schedule an Appointment" next to the desired test center.



- o To select an appointment date a time, we recommend you select "Find available seats in a 3 month period" so that you have a broad selection of choices. Then click "Go". **You cannot schedule an examination more than 6 months in advance.**

- o A calendar will appear and the days that are available will be underlined. Click on the day that you wish to test and a listing of available times for the selected date will appear at the right.
- o Click on the desired time and then click "Next".

PROMETRIC English

NEW APPOINTMENT:

- Information Review
- Privacy Policy Review
- Appointment Selection
- Test Center Selection
- Date and Time Selection**
- Appointment Verification
- Appointment Complete

Date and Time Selection

The appointment duration is 4-hour(s) and 00-minutes.

Select an available month and click the 'Go' button. When the calendar(s) appear, select an available date and then time.

Find available seats in a 3 month period.
 Find available seats for a specific day.

June 2016

Select an available date

June 2016							July 2016							August 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4					1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30	31		24	25	26	27	28	29	30	28	29	30	31			
							31													

Select an available time

10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM
7:00 AM
8:00 AM
9:00 AM
10:00 AM
11:00 AM

If the available dates and times are not suitable to your schedule, please choose a different month and click the 'Go' button or choose another Test Center that may offer more convenient appointment options.

Trusted Provider of Market Leading Test Development and Delivery Solutions
 Career Opportunities | Terms | Privacy | Ethics | © 2016 Prometric

- o Complete the payment information screen then click "Next".
- o The "Appointment Complete" page will appear and you will receive an appointment confirmation email. From the "Appointment Complete" page you can print an appointment confirmation, print a receipt, or request a receipt via email.
- o Review your appointment confirmation email immediately to confirm the correct exam part, date, time, and test center location was scheduled. Notify Prometric to make any corrections.

Viewing Test History

From this section of the Candidate Dashboard, you can view your examination history and test results from the previous two years and print an unofficial score report. **Test results will be available 24 hours after you create your account.**



- o Log into your account and click on **“Test History”**
- o To view or print an unofficial score report click the **“Unofficial score report”** link under the applicable exam name then click **“Print”**.

A screenshot of the Prometric Candidate Dashboard. At the top, there is a green navigation bar with "PROFILE" and "LOG OUT" links. Below this is a black header with the "PROMETRIC" logo and a navigation menu containing "TESTS", "TEST HISTORY" (circled in red), and "FIND ANOTHER TEST". The main content area has a "Test History" section with a calendar icon and a link "Do Not See Your Test Result?". To the right, there is a "Notifications" section with an envelope icon and the text "Copies of notifications that Prometric sent to you". The test history is divided into two sections: "SEE PART 3 REPRESENTATION, PRACTICE & PROCEDURES" and "SEE PART 1 INDIVIDUALS". The first section shows a test taken on Friday, November 06, 2015, at 7:00 AM, with a confirmation number of 000000090321326. The result is "FAILED" and there is a link for "Unofficial score report" and a "More" dropdown menu. The second section shows a test taken on Tuesday, December 01, 2015, at 0:00 AM, with a confirmation number of 000000090322336. The result is "Pending" and there is a "More" dropdown menu. At the bottom, there is a footer with the text "Trusted Provider of Market Leading Test Development and Delivery Solutions" and a list of links: "Career Opportunities", "Terms", "Privacy", "Ethics", "Site Status", "Contact Us", and "©2015 Prometric".