

# Creating an Account and Enrolling for an Exam

In many cases, the Proctor may be creating the account and enrolling the candidate for the exam. To create a Candidate account and enroll for the exam, follow the instructions below:

1. Go to [www.myvlp.com/nrfsp](http://www.myvlp.com/nrfsp)
2. Click the **Enroll Now** button on the left side of the screen.
3. On the next screen, select the appropriate exam by clicking on the “Click here to authorize this item” button next to the exam.
  - a. After clicking this item, a Proctor log in box will open. The proctor must enter their Login ID and Password, then click Sign in.
  - b. You should now see a drop down box in that space. Select “1” from the drop down and click **Add To Cart**
4. You are now on the Username Screen. The candidate should create their username on this screen by following the on-screen instructions.
5. You are now on the Account Information page. You should enter the candidate’s information on this page.
  - a. In the Billing Information section, select the Payment Type from the drop down menu.
  - b. **If payment is a Corporate Account, enter the Account Code in the Account Number field, then enter expiration month 12 and expiration year as 2010.**
  - c. **If payment is a Voucher, select Corporate Account as the payment type, enter the voucher number in the Account Number field, then enter the appropriate expiration date listed on the Voucher.**
6. When completed, click Continue at the bottom.
7. On the next screen, enter the Candidate’s employer and demographic information. When finished, click **Continue** at the bottom
8. On the Order Confirmation screen, verify the Order again.
  - a. **If using a a Voucher, enter the Voucher number in the field below the product and click Update Cart.**
  - b. Check the Agree to Terms and Conditions box.
  - c. Click **Purchase Now** when you are ready to continue, click OK to authorize the purchase
9. The next screen is a receipt screen. To begin the exam, click the “Click Here to Begin Your Exam” button.
10. Follow the remaining on-screen instructions to begin the exam.