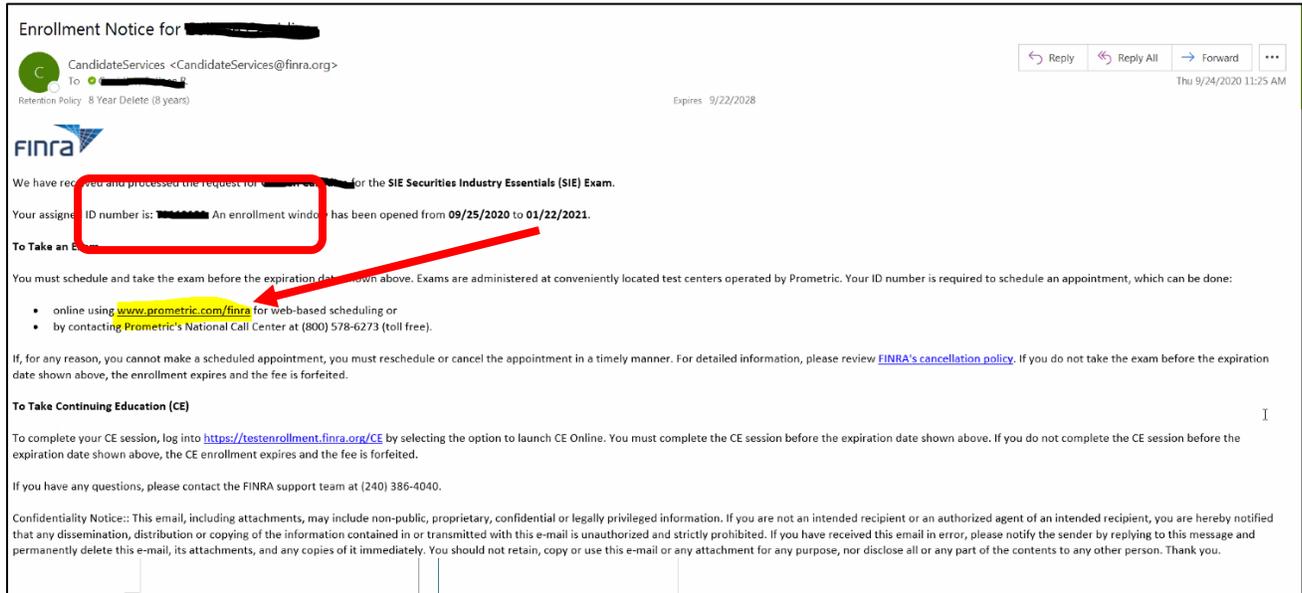


# STEPS TO SCHEDULE YOUR SIE EXAM – TESTING CENTER

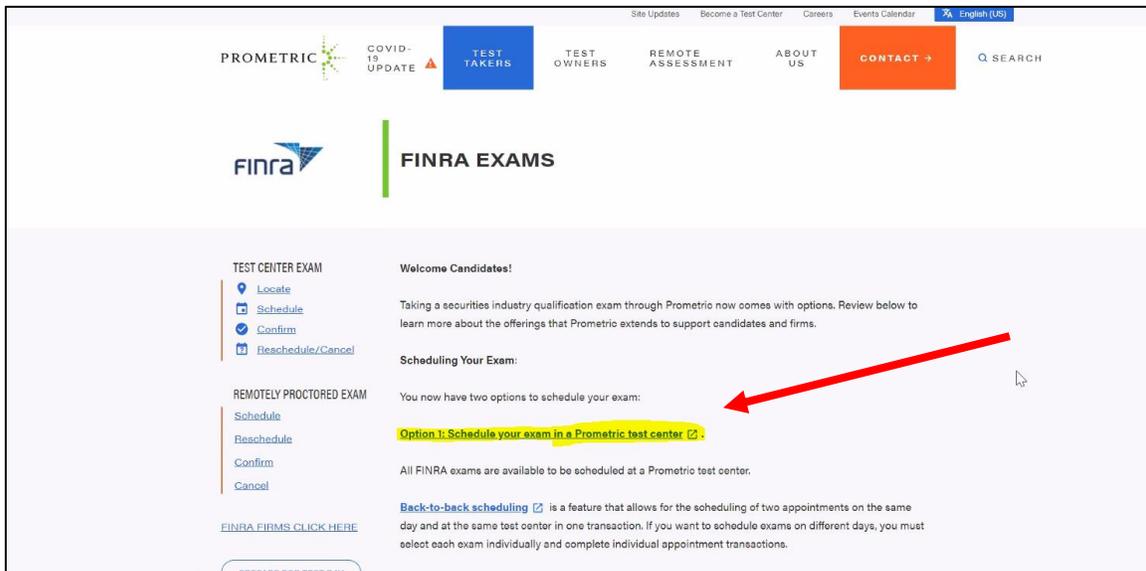
After you enroll for the SIE, you will receive an enrollment confirmation email from FINRA that includes instructions on how to schedule your appointment

- Write down your Assigned ID number for future use:
  - Your 120 days window date will appear
- ✓ Click on [www.prometric.com/finra](http://www.prometric.com/finra) to schedule your exam (make sure to open link in CHROME)



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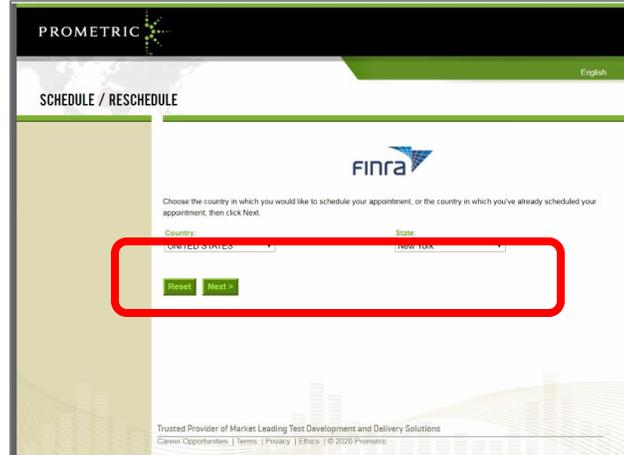
- ✓ Click on Option 1 to take your test at Testing Facility



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Choose your Country and State

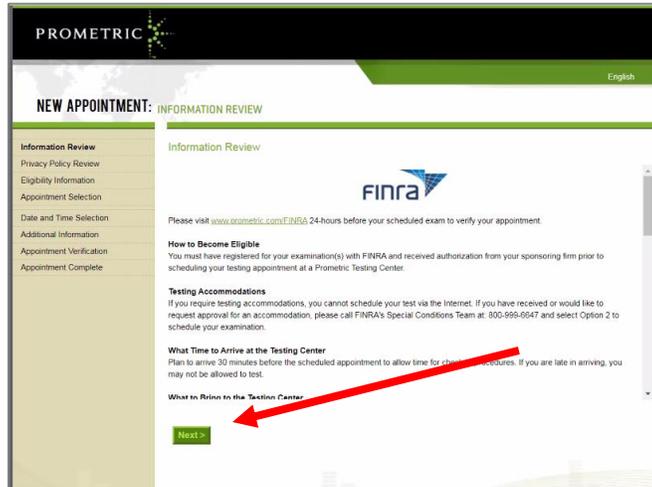
- ✓ Click Next



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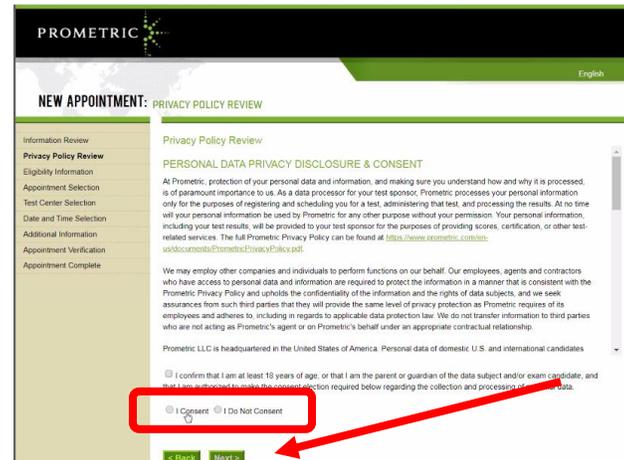
Review the information

- ✓ Click Next



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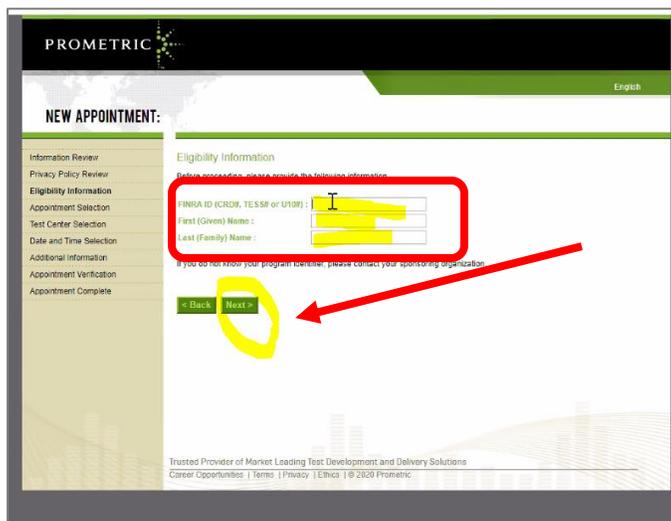
- ✓ Select **I confirm** that I am at least 18 year of age
- ✓ Select **I consent**
- ✓ Click Next



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Fill in your FINRA ID (this is the number from the Enrollment notice email) and your First and Last Name

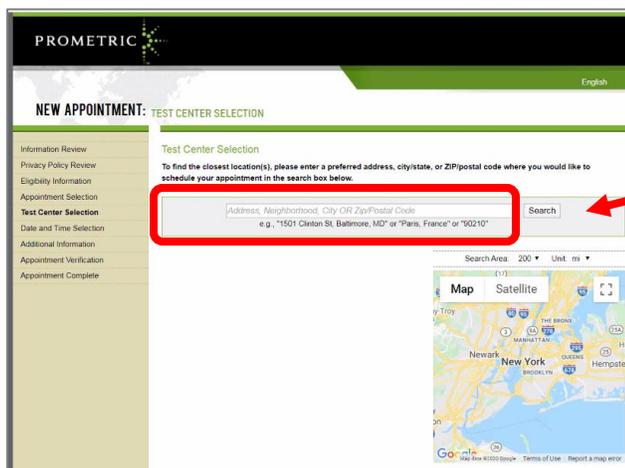
✓ Click on Next



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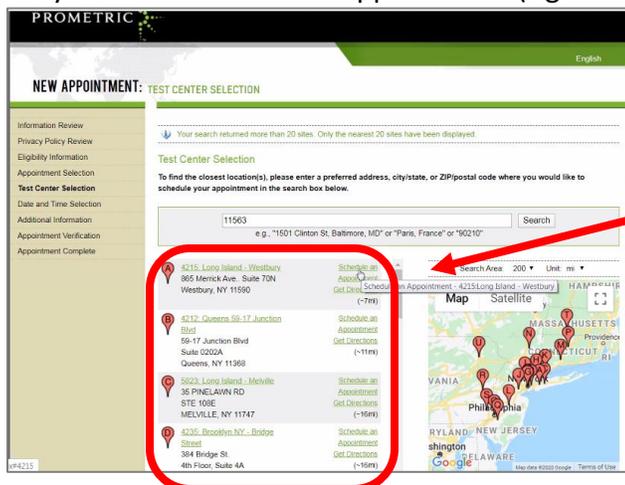
Type in where you would like to select your Testing center location by Zip or City/State

✓ Click search



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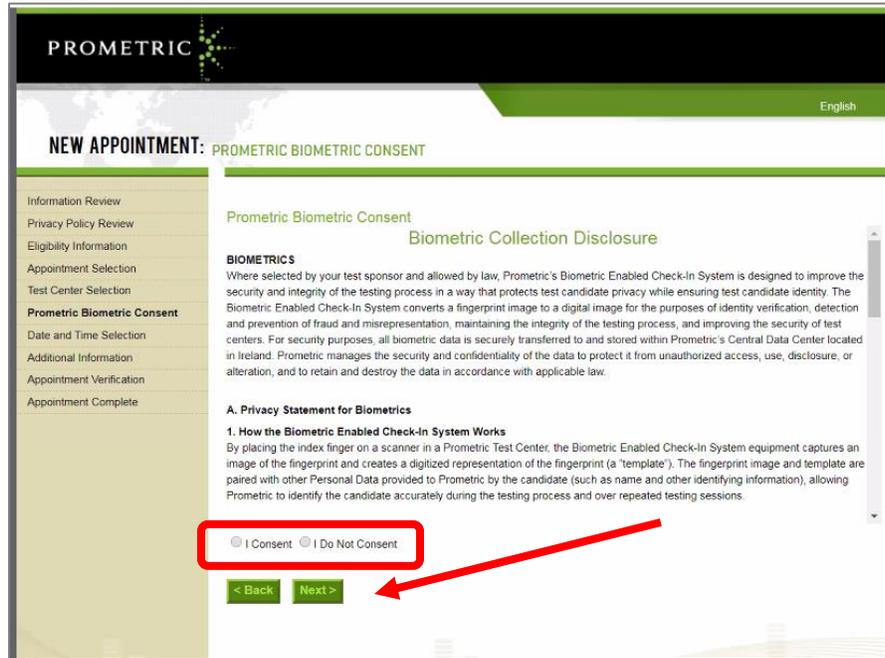
✓ Select preferred testing center by click on Schedule an appointment (right of testing center)



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### Biometric Collection Disclosure window appear

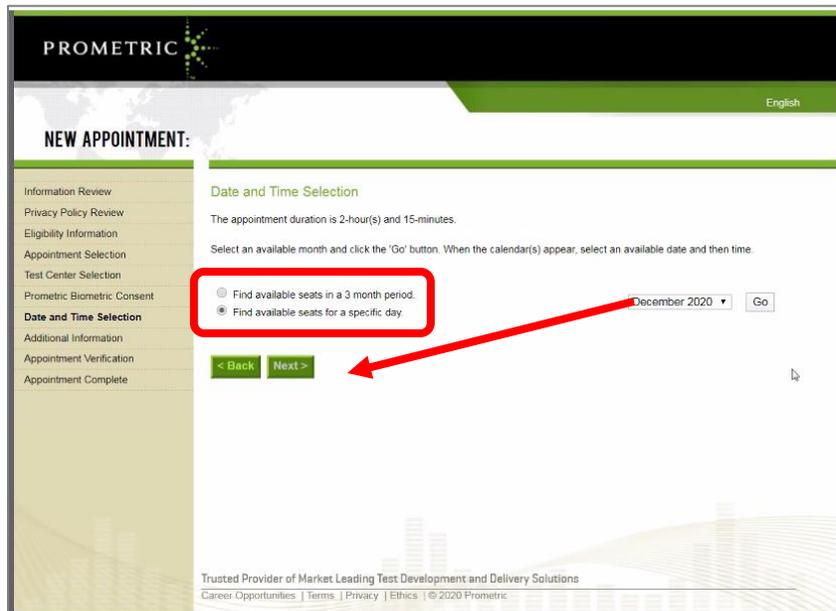
- ✓ Select I consent
- ✓ Click Next



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### Select on how you want to choose your dates (range or specific day)

- ✓ Select month range – Select Go to select your preferred date



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Select date you would like to take exam

Once you select a date – the available times will appear on the right

- ✓ Select preferred time
- ✓ Select Next

NEW APPOINTMENT: English

**Date and Time Selection**

The appointment duration is 2-hour(s) and 15-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

December 2020 Go

**Select an available date**

December 2020							January 2021							February 2021						
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	5					1	2							
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31																

**Select an available time**

08:30 AM  
**10:45 AM**  
12:30 PM  
02:45 PM

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. You may also try selecting a different combination of exams.

< Back Next >

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A new window will appear

Fill in appropriate required information

- ✓ Click next to continue

PROMETRIC English

NEW APPOINTMENT: **ADDITIONAL INFORMATION**

**Additional Information**

The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature and your photograph. Additional identification policies may apply, please check with your sponsoring organization for details.

Before proceeding, please provide the following information.

Required fields are marked with an astersk (\*)

\* First (Given) Name:

\* Last (Family) Name:

\* Email Address:

\* Validate Email:

Work/Day Phone:

Work/Day Phone Extension:

\* Home (Evening) Phone:

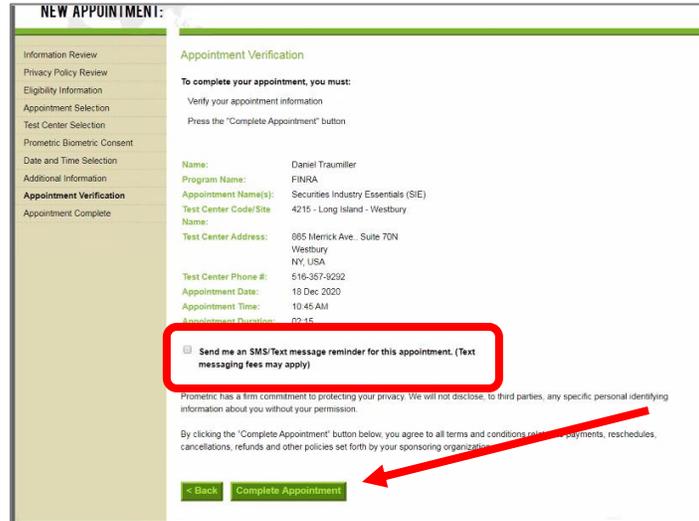
< Back Next >

Trusted Provider of Market Leading Test Development and Delivery Solutions

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### Appointment Verification window will appear

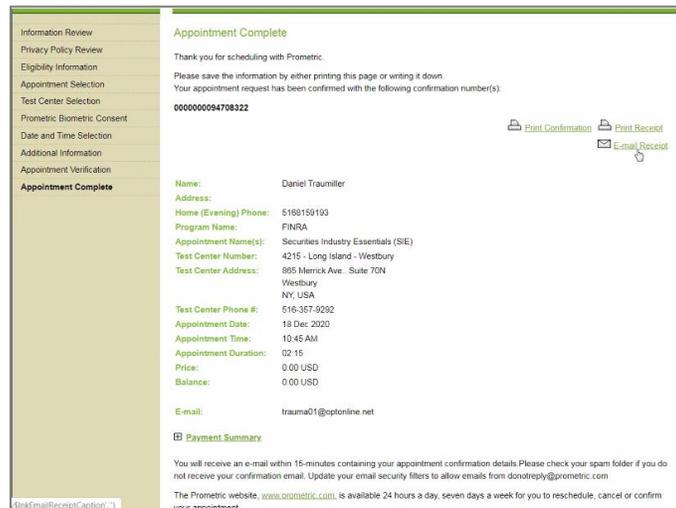
- ✓ Select whether you would like a Text message reminder
- ✓ Enter cell number if selected
- ✓ Click Complete Appointment



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### Appointment Complete Window will appear

- ✓ An email will be sent to you confirmation your Appointment window



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We have also set you up to receive SIE Training materials. Please look out for an email from Tconsultants.com with instructions on how to receive access to your materials.

Thank you.