

How to Purchase an Exam from the CCH Testing Center

Section 1: New User with no User ID

(Note: If the user already has a User ID, skip to Section 2: User with an Existing User ID)

New users have to register and create a unique user id. To create a new user id, complete the following steps:

1. Click on **register** in the top left of the CCH Testing Center home page (see the red box below)



2. Enter First Name, Last Name, and Email address in the proper fields shown below. Enter a unique User ID and password. Remember to write down the User ID and password to reference when logging onto the site in the future.

*Note: If the User ID selected has already been taken by another user, choose a new User ID. For example, if **eric** was entered as the User ID, but it was already taken, then try **eric1969** or modify the User ID to make it more unique.*

Welcome **Guest!** ([register](#) | [login](#)) Search:

CCH Testing Center
Introduction
Course Catalog
CPE Regulatory Bodies
CPE Accreditation
FAQ
Learn More
Focus on Learning Newsletter

Customer Service
Product Information or Technical Support:
800-248-3248
Billing and Account Issues:
800-449-6439

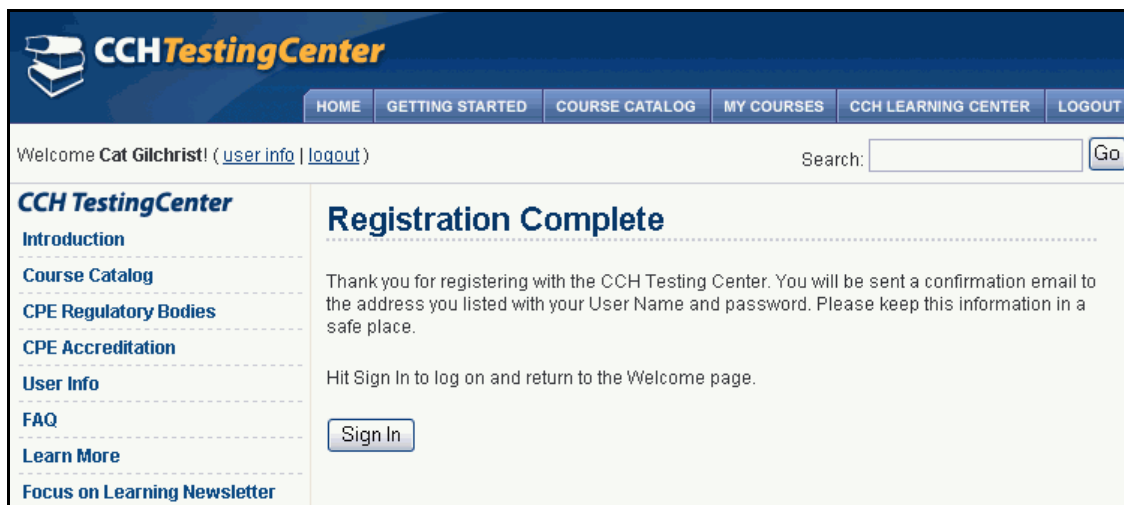
Register on CCH Testing Center

*Items marked with * are required to grant access to the system.*

* First Name: MI: * Last:
* Email:
You must enter a valid email address to access this system.
Please choose a User ID you will remember:
* User ID:
Please choose a password you will remember:
* Password: (minimum 4 characters)
* Password Again:

3. When you finish filling out the registration form, click the **Continue** button located in the bottom right of the page.

4. You will see a confirmation page like the one below stating that the registration is complete.



5. Click the **Sign In** button to go back to the CCH Testing Center home page.
6. To complete the steps related to buying an exam, go to **Section 3: Purchasing an Exam**.

Section 2: User with an Existing User ID

1. Click on **login** in the top left of the CCH Testing Center home page (see the red box below)



2. In the Member Login box, enter the User Name and Password, then click the **Login** button.



CCH Testing Center – How to Purchase an Exam

3. After you login, you will see the following screen that will display any exams or courses that are in progress as well any completed exams or courses.

The screenshot shows the CCH Testing Center user interface. At the top, there is a navigation bar with links for HOME, GETTING STARTED, COURSE CATALOG, MY COURSES, CCH LEARNING CENTER, and LOGOUT. Below the navigation bar, a welcome message reads "Welcome Cathleen R. Brown! ([user info](#) | [logout](#))". To the right of the welcome message is a search box with a "Go" button. The main content area is divided into two columns. The left column contains a sidebar with links for Introduction, Course Catalog (highlighted in red), CPE Regulatory Bodies, CPE Accreditation, User Info, FAQ, Learn More, Focus on Learning Newsletter, and Customer Service. The right column features a "Welcome Cathleen Brown" heading, a note about QAS credit, and two tables. The first table, "Courses in Progress on Learning.net", has columns for Course Title, QAS Credits, Last Visited, and Resume. It lists one course: "Kess on Financial and Estate Planning Course: Building the Estate" with 4 QAS Credits and a last visited date of 01/08/03. The second table, "Courses Completed on Learning.net", has columns for Course Title, QAS Credits, Completed, Final Score, and Review, but it is currently empty.

Course Title	QAS Credits	Last Visited	Resume
Kess on Financial and Estate Planning Course: Building the Estate	4	01/08/03	RESUME

Course Title	QAS Credits	Completed	Final Score	Review
--------------	-------------	-----------	-------------	--------

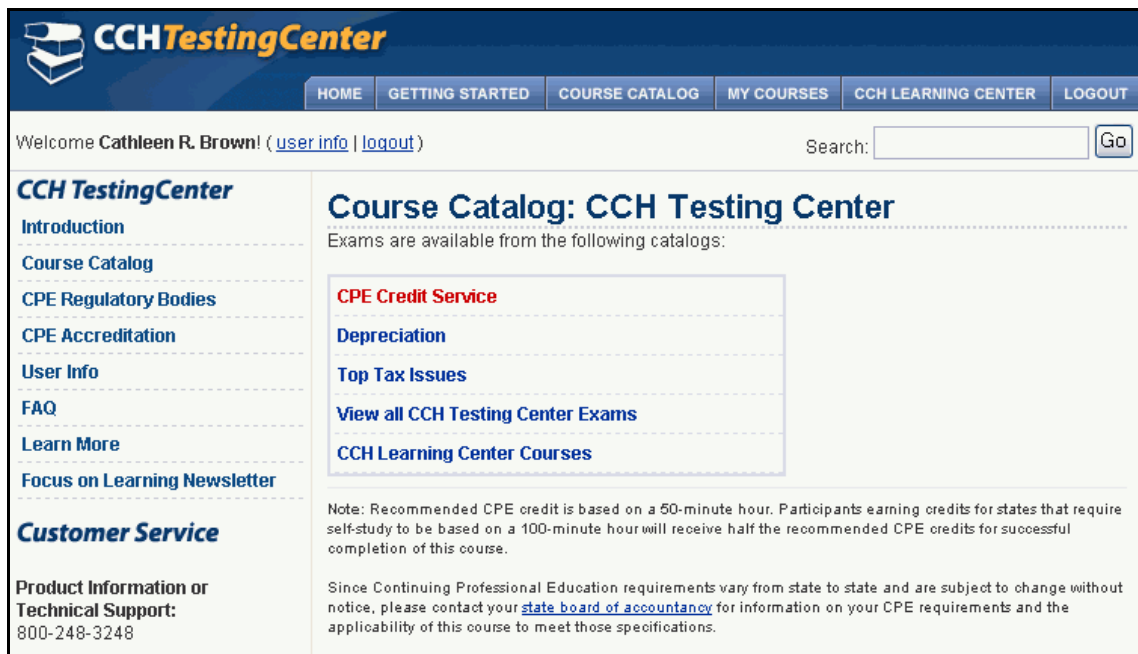
4. To complete the steps related to buying an exam, go to **Section 3: Purchasing an Exam.**

Section 3: Purchasing an Exam

1. Click on *Course Catalog* on the right menu or the top menu to access the exams.



2. There are several different sections of the catalog. In this example, we will select *CPE Credit Service*. See the screen below:



- From the CPE Credit Service catalog page, select the course you wish to complete. In this example, we will select the *Basic Financial and Estate Planning Documents* exam shown below.



The screenshot displays the CCH Testing Center website interface. At the top, there is a navigation menu with links for HOME, GETTING STARTED, COURSE CATALOG, MY COURSES, CCH LEARNING CENTER, and LOGOUT. Below the navigation, a welcome message for Cathleen R. Brown is visible, along with a search bar and a 'Go' button. The main content area is titled 'Course Catalog: CCH Testing Center' and includes a link to 'course level descriptions'. A table titled 'CPE Credit Service' lists three courses with their respective levels and credit values.

Test Title	Level	Credits
Basic Financial and Estate Planning Documents May 2005	Overview	4 CPE
New Tax Rules for 2005 March 2005	Intermediate	4 CPE
Tax Strategies for Sideline Businesses January 2005	Intermediate	4 CPE

4. On the Test Info page for the **Basic Financial and Estate Planning Documents** exam shown below, click on the **Enroll Now** button to purchase the exam and proceed to the checkout screen.

Note: If you do not have a copy of the course, click on the course PDF to download it for free.

The screenshot displays the CCH Testing Center website interface. At the top, there is a navigation menu with links for HOME, GETTING STARTED, COURSE CATALOG, MY COURSES, CCH LEARNING CENTER, and LOGOUT. Below the navigation, a search bar is visible with a 'Go' button. The main content area is divided into two columns. The left column contains a sidebar with links for Introduction, Course Catalog, CPE Regulatory Bodies, CPE Accreditation, User Info, FAQ, Learn More, and Focus on Learning Newsletter. The right column features the 'Test Info' section for the 'Basic Financial and Estate Planning Documents' exam, dated May 2005, by Sidney Kess and Barbara Weltman. This section includes a 'Courseware' section with a download link for 'CCHT_CreditService0505.pdf (226KB)', a 'Test Description' section detailing the course content, and a 'Test Details' section showing a price of \$29.50 and an 'ENROLL NOW' button. Technical requirements for Adobe Acrobat Reader are also listed.

CCH Testing Center

HOME GETTING STARTED COURSE CATALOG MY COURSES CCH LEARNING CENTER LOGOUT

Welcome Cathleen R. Brown! ([user info](#) | [logout](#)) Search: Go

CCH Testing Center

Introduction
Course Catalog
CPE Regulatory Bodies
CPE Accreditation
User Info
FAQ
Learn More
Focus on Learning Newsletter

Customer Service

Product Information or Technical Support:
800-248-3248

Billing and Account Issues:
800-449-6439

For more information regarding administrative policies such as complaint resolution and refunds, please contact customer support at: 800-248-3248
<http://support.cch.com>

Test Info

Return to Previous Page

Basic Financial and Estate Planning Documents
May 2005
Sidney Kess and Barbara Weltman

Courseware:
Please download the courseware and review it before completing the exam.
 [CCHT_CreditService0505.pdf \(226KB\)](#)

Test Description:
Basic Financial and Estate Planning Documents
This issue of the CPE Credit Service reviews basic documents for financial and estate planning. The course describes the documents that are commonly used, the basic legal issues related to the documents, and any tax implications that are applicable. The documents covered relate to:

- Domestic relations
- Medical directives
- Asset protection
- Property ownership
- Trusts and estates

Test Details:

Price: \$29.50
[ENROLL NOW](#)

Credits: 4 CPE
Field of Study: Taxation
Prerequisites: None
Level: Overview

TECHNICAL REQUIREMENTS:
To view and print downloadable content files available in this program, you will need Adobe Acrobat Reader. You can download the free Reader plugin at Adobe's website by clicking on the icon below, then following the instructions for installation on your computer.

CCH Testing Center – How to Purchase an Exam

5. To purchase the exam, click the **Checkout** button at the bottom of the page.

Note: You can purchase multiple exams at once by returning to the catalog and selecting other exams. You may remove exams from your course selections by selecting the **Delete** button next to the appropriate exam.

Welcome Cathleen R. Brown! ([user info](#) | [logout](#)) Search:

CCH TestingCenter

Introduction
Course Catalog
CPE Regulatory Bodies
CPE Accreditation
User Info
FAQ
Learn More
Focus on Learning Newsletter

Customer Service

Product Information or Technical Support:
800-248-3248

Billing and Account Issues:

Your course selections:

	Course Name	Reg. Price	Your Price
<input type="button" value="Delete"/>	Basic Financial and Estate Planning Documents	\$29.50	\$29.50
		Subtotal:	\$29.50
		Your Total:	\$29.50

Please review the items that you have selected for purchase.

- To remove any item from your cart, click "Delete" at the left.
- To Add more exams at this time, return to the catalog to continue.
- To purchase your exam(s), click the "Checkout" button at the bottom of the page.
- Charges will appear on your credit card statement from Learning.net.

6. On the “Checkout: Billing Information” screen, select the type of credit card you are using from the “Card Type” drop down menu. See the example below:

CCH TestingCenter

Introduction
Course Catalog
CPE Regulatory Bodies
CPE Accreditation
User Info
FAQ
Learn More
Focus on Learning Newsletter

Customer Service

Product Information or Technical Support:
800-248-3248

Billing and Account Issues:
800-449-6439

Checkout: Billing Information

Please complete the following accurately.
Charges will appear on your credit card statement from Learning.net.

Total Purchase: **\$29.50**

Card Type:

Cardholder Name: (Please enter name on card exactly.)

Card Number:

Expiration Date: (MM/YY)

7. Enter the Cardholder Name, Card Number, Expiration Date, and Cardholder address information. Then click on the **Continue** button to purchase the exam.

CCH TestingCenter

[Introduction](#)

[Course Catalog](#)

[CPE Regulatory Bodies](#)

[CPE Accreditation](#)

[User Info](#)

[FAQ](#)

[Learn More](#)

[Focus on Learning Newsletter](#)

Customer Service

Product Information or Technical Support:
800-248-3248

Billing and Account Issues:
800-449-6439




For more information regarding administrative policies such as complaint resolution and refunds, please contact customer support at: 800-248-3248
<http://support.cch.com>

Checkout: Billing Information

Please complete the following accurately.

Charges will appear on your credit card statement from Learning.net.

Total Purchase: \$29.50

Card Type:

Cardholder Name:
(Must match name on card exactly.)

Card Number:

Expiration Date: (MM/YY)

Cardholder Address
This information must match the billing address of the card you specified above.

Billing Address:

City:

State:

Zip/Postal Code:

Country:

Please check your billing information and then click below to continue.

CCH Testing Center – How to Purchase an Exam

- Once the credit card has been accepted, a receipt will appear like the example shown below. To view the exam that was purchased, click on the *Continue to my courses* link shown at the bottom of the page.

Course Catalog	Date: 6/21/2005	Order: v6lbcNiiHI-1
CPE Regulatory Bodies		
CPE Accreditation		
User Info	Purchase Details:	
FAQ	Course name:	List Price: Price Paid
Learn More	1 ea. Basic Financial and Estate Planning Documents	29.50 29.50
Focus on Learning Newsletter		Total: 29.50
Customer Service		
Product Information or Technical Support: 800-248-3248	User Information: Full name : Cathleen R. Brown	
Billing and Account Issues: 800-449-6439		
For more information regarding administrative policies such as complaint resolution and refunds, please contact customer support at: 800-248-3248 http://support.cch.com	Billed to: Name : Cathleen R. Brown Card Type: MC Address: 401 Glenneyre Street Laguna Beach, CA 92651	
Your order has been received and processed. You can access your course(s) immediately by clicking on the link below. If you have any questions please see our help site for more information. Your credit card will be charged by learning.net.		
learning.net 401 Glenneyre St., Suite C Laguna Beach, CA 92651 (949)497-1318		
Thank you for your purchase.		
Continue to my courses.		

CCH Testing Center – How to Purchase an Exam

9. After you select *Continue to my courses*, you will see the exams that were purchased. See the example course that was just purchased in red below:

The screenshot shows the CCH Testing Center website. The top navigation bar includes links for HOME, GETTING STARTED, COURSE CATALOG, MY COURSES, CCH LEARNING CENTER, and LOGOUT. A search bar is located on the right. The main content area is titled "Welcome Cathleen Brown" and includes a disclaimer about QAS credit. Below this is a section titled "Courses in Progress on Learning.net" with a table listing two courses. The first course, "Basic Financial and Estate Planning Documents", is highlighted with a red border. The second course is "Kess on Financial and Estate Planning Course: Building the Estate". Below the table is a section titled "Courses Completed on Learning.net" with a table listing completed courses.

Welcome **Cathleen R. Brown!** ([user info](#) | [logout](#)) Search:

CCH TestingCenter
Introduction
Course Catalog
CPE Regulatory Bodies
CPE Accreditation
User Info
FAQ
Learn More
Focus on Learning Newsletter

Customer Service
Product Information or
Technical Support:
800-248-3248

Welcome Cathleen Brown

Credits shown on this page reflects QAS credit. Some state boards of accountancy will accept only non-interactive credit, which is half the credit shown below.

Courses in Progress on Learning.net

Course Title	QAS Credits	Last Visited	Resume
Basic Financial and Estate Planning Documents			<input type="button" value="RESUME"/>
Kess on Financial and Estate Planning Course: Building the Estate	4	01/08/03	<input type="button" value="RESUME"/>

Courses Completed on Learning.net

Course Title	QAS Credits	Completed	Final Score	Review
--------------	-------------	-----------	-------------	--------

10. From the transcript page, you can click on any of the exams shown under the “**Courses in Progress on Learning.net**” section to take an exam.