**STEP 1: LOGIN**

Go to [www.hrci.org](http://www.hrci.org).

Click “Login” on the homepage in the top right-hand corner.

To create an account, submit your e-mail address and password.

Your password must have at least 1 upper case letter, at least 1 lower case letter, at least 1 number and be 8 characters long.

(i.e. Test1234)

*Note: Submitting your mobile phone number is optional and not required.*
STEP 2: CREATE AN ACCOUNT

After submitting your email and password, you will be able to create an Account.

When applying, use your full legal name as it appears on your government issued identification document (ID), and use a permanent email address and mobile phone number.

You will be asked to provide additional information about yourself.

*It is important to note that the first and last name input on this page will be non-editable later in the profile and on any application that you submit.
STEP 2 continued

After you have created your account, you will be able to:

- Apply for an Exam
- Review your receipts
- Update your communication preferences
- Access your recertification account
- Change your password
- Visit the HRCI store

Please complete the “Tell Us More!” section so that we can better serve you.
STEP 3: MILITARY INFORMATION

If you have served in the US Military, please complete this optional step.
STEP 4: BEGIN APPLICATION

The Application Process begins on the “My Applications” page.

To complete your application:

a. Select an exam type (aPHR, PHR, PHRca, etc.)

b. Build Your Own Bundle*- you can choose from different third-party vendor preparation options as well as add an HRCI Practice Exam and Second Chance Insurance, all in one easy step. You can learn more about each product within your HRCI application.

c. Select your preparation materials*

*Note: HR Certification Institute® (HRCI®) does not endorse any preparation program or offering. We encourage prospective certification holders to use a variety of resources that reflect their learning styles and needs. Purchasing a certification product is NOT required and HRCI does not guarantee that an individual will pass
STEP 5: CERTIFICANT IDENTIFICATION

The “Certificant” tab will have prepopulated fields with information that has already been captured in your profile.

Certificant Identification:
Use your full legal name as it appears on your government issued identification document (ID), and also use a permanent email address and mobile phone number.

Mailing Address:
Enter your current mailing address.

Affiliations:
If you are a member of an HR affiliation, please select it from our list.

Preparation Course Organization: If you are preparing for your exam through a preparation course, please indicate the name of the organization providing the course.

*Progress Indicator: As you progress in your account creation, the color of the bar will change from red to green, as you advance. Please see sample boxes below - green indicates a completed step, red indicates more information is required before advancing.

*If you are unable to complete your application, click the “SAVE FOR LATER” button, to finish it later.
STEP 6: EDUCATION & EXPERIENCE

Education:
Enter your highest level of education.

Work Experience (HR-related):
Enter all applicable work experience and upload supporting documentation.
STEP 6 continued

To add a New Experience:

Enter all applicable information about your employment.

- Remember to upload any relevant documentation.
STEP 7: FEES & BYOB

Fees:
The fees will already be selected.

Optional Build Your Own Bundle (BYOB):
Add on additional BYOB products that are associated with your exam.

Fees and BYOB Subtotal:
The total cost based on your selections will be represented here.
STEP 8: AGREEMENTS

Agree and attest to understanding HRCI policies and procedures, prior to taking an exam.

All boxes must be checked in order to proceed to checkout.
STEP 9: SHOPPING CART

After completing the application, please review and verify the selections in your shopping cart. If incorrect, you can go back and add or remove items in your application.
### STEP 10: CHECKOUT

**Billing/Shipping information**
- Billing information is the billing address of the payment maker.
- Shipping information (Address) is where any physical products will be sent. Shipping fees will be calculated based on this information.

These addresses can be different than that on the application or profile.

**Coupons/Vouchers**
You can input ‘Promo Code’ or ‘Voucher Code’

```
<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopping Cart Item - PHR Application Fee</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Shopping Cart Item - PHR Exam Fee</td>
<td>1</td>
<td>$395.00</td>
<td>$395.00</td>
</tr>
</tbody>
</table>

Grand Total: $495.00
```
STEP 11: PAYMENT

Follow payment prompts in this section to complete your purchase.