

NATIONAL BOARD

for Professional Teaching Standards®

Candidate Steps for Purchasing Components with Third-Party Payer Funding

1. Log in to your [National Board account](#).
2. Your coupon will be posted to the My Coupons section in the left-hand navigation menu; **copy the coupon code**. (If you do not have any coupons, please wait until they are added to your account or contact [Customer Support](#), but DO NOT click on any component links – this will prompt you to withdraw if you are not ready to purchase the component.)
3. Click Browse under Certifications in the left-hand navigation menu to access available certification areas and components.
4. Use the search bar to select your certificate area and view components available for purchase.
5. To purchase a component, click the component name link and follow the onscreen prompts. (DO NOT back out once you have begun the process. If you do back out and you used the coupon, it will count that as a coupon usage attempt, and you will have to contact [Customer Support](#) so they can adjust the coupon.)
6. When prompted to submit payment, enter the appropriate coupon code. (If the system prompts you to use your credit card, and your purchase total is \$0, input your card. It will not charge your card.)
7. Once you complete your purchase, you can move on to your next purchase.

NOTE (READ BEFORE BEGINNING YOUR COMPONENT PURCHASES)

- Click on the component you would like to purchase. Once you click on it, do not back out and choose another component. This will bundle the components and you will have to withdraw both components. If you click on one component, make sure you have your coupon ready to complete the purchase.
- Once you enter your coupon code in the checkout page, you must complete the purchase. If you leave the page, your coupon will appear as used and you'll need to have it adjusted by Customer Support.
- If you have coupons for more than one component, you must purchase each component in a separate transaction. The system will not allow you to use more than one coupon per transaction.
- If you are prompted to use your credit card, even though your purchase total is \$0, please input your credit card. Your credit card will not be charged.

Partial Payment Candidates

If you are expecting partial payment from a Third-Party Payer, please follow the same instructions above. However, once you get to check out and input your Third-Party Payer coupon, you will have to enter your credit card for the remaining balance. Please complete your purchase all the way through. If you leave the page, your coupon will appear as used and you'll need to have it adjusted by Customer Support.