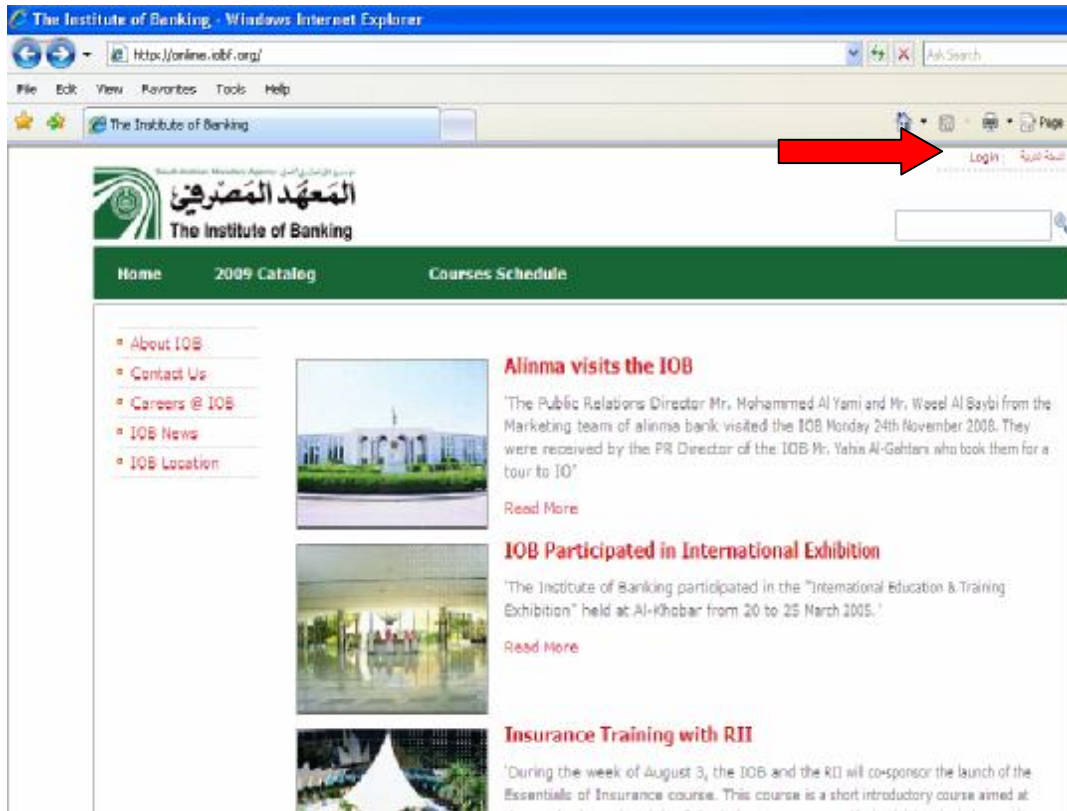


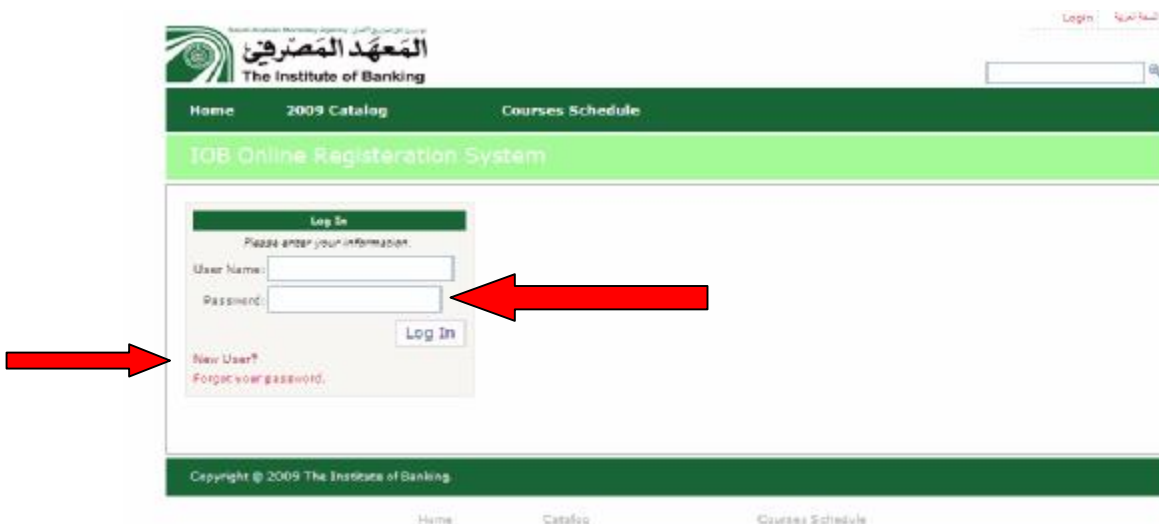
## IFCE EXAM REGISTRATION PROCEDURE (Online Registration)

Please follow the steps below to register your candidate(s)

**Step 1:** Go to IOB online registration website – <http://online.iobf.org/>, and then click “Login”.



**Step 2:** If you already have an existing IOB online registration account, enter your username and password and go to **Step 3**. If you don't have an IOB account, click “New User” and go to **Step 2a**.



**Step 2a:** Sign up and enter all valid information in the “text box”, when finished, click the “**Create User**” button.

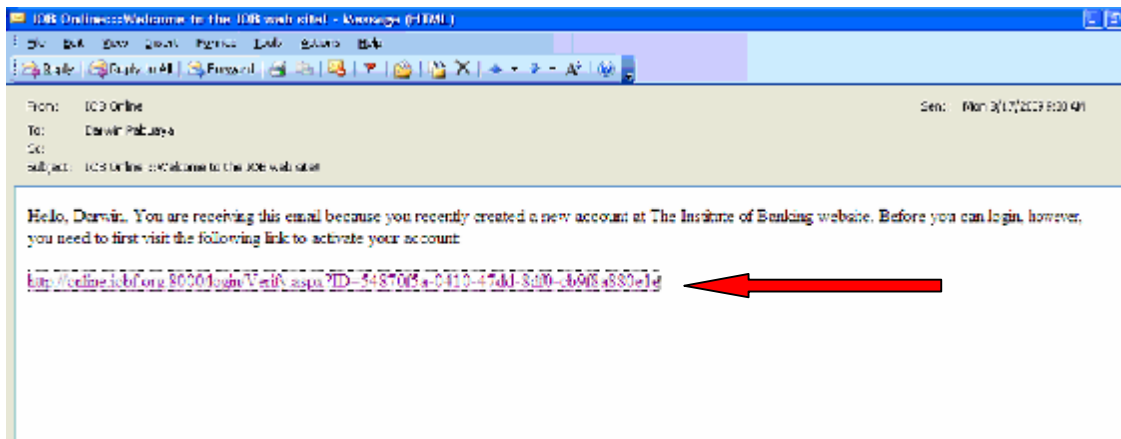
The screenshot shows the 'New User' registration page. At the top, there is a navigation bar with 'Home', '2009 Catalog', and 'Courses Schedule'. Below this is a green header with 'New User'. The main content area contains a note: 'NOTE: creating an Online account is not available for the public and is only open for the financial institutes' Training departments.' Below the note is a form titled 'Sign Up for Your New Account'. The form fields are: Organization (The Institute of Banking), Login user names (Darwin), Password (masked with dots), Confirm Password (masked with dots), E-mail (darwin@iobf.org), Confirm E-mail (darwin@iobf.org), Preferred web site Language (English), Full User Name (Darwin Pabuaya), and Contact Number (0545123456). A 'Create User' button is located at the bottom right of the form, with a red arrow pointing to it.

**Note:** Creating an Online account is not available for the public and is only for the financial service institutions' training departments.

The following screen will appear if you have completed submitting your user information:

The screenshot shows the confirmation page after successful registration. It features the same navigation bar and header as the previous page. The main content area contains a note: 'NOTE: creating an Online account is not available for the public and is only open for the financial institutes' Training departments.' Below the note is a red link: 'Back to Home page'. In the center, it says 'Complete' and 'Your account has been successfully created and you should receive an email soon after activating your account.' At the bottom, there is a footer with 'Copyright © 2009 The Institute of Banking.' and three links: 'Home', 'Catalog', and 'Courses Schedule'.

**Step 2b:** Go the email address that you used for registration and click on the link to activate your account.



**Step 2c:** After you click the link, you will receive confirmation that you have been successful in verifying your email address, and your account will be activated.



**Note:** Wait for an email from IOB administration for your account activation.

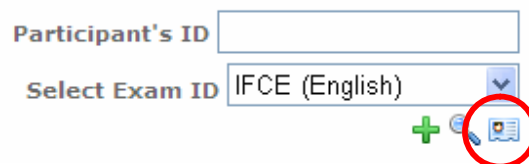
**Step 3:** Once you have received notification that your account has been activated, go to IOB online registration website – <http://online.iobf.org/>, login and then click the “IFCE” menu.



**Step 4:** Click “Register for a new Exam”.



**Step 5:** To add “new participant” click the encircled icon.



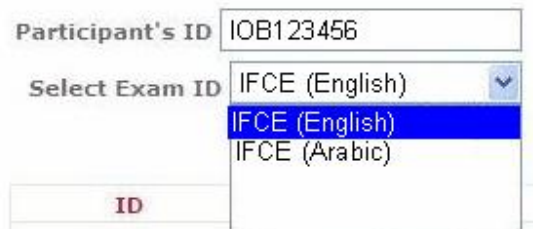
**Step 6:** Fill out the required information and then click “Save” button.



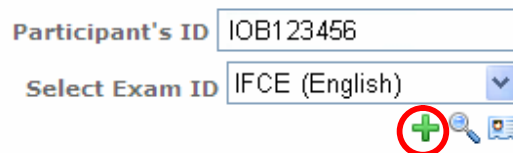
**Note:** • You will receive the message below if you are successful in adding a new participant's information.



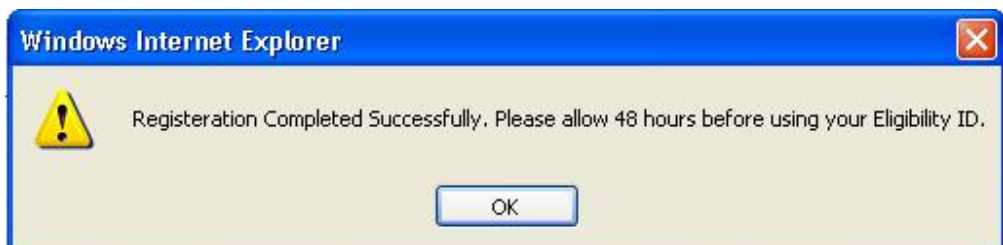
**Step 7:** After adding new participant, repeat “**Step 3**” and “**Step 4**”, and type in the box the Participant’s ID (e.g. Employee ID) and select the title of the exam that you wish to take.



**Step 8:** Click the encircled icon to add participant.



**Note:** • You will receive the message below if your registration is complete.



**Step 9:** A record will be added in the table for the new participant's information including its **"Eligibility ID"**.

Participant's ID

Select Exam ID

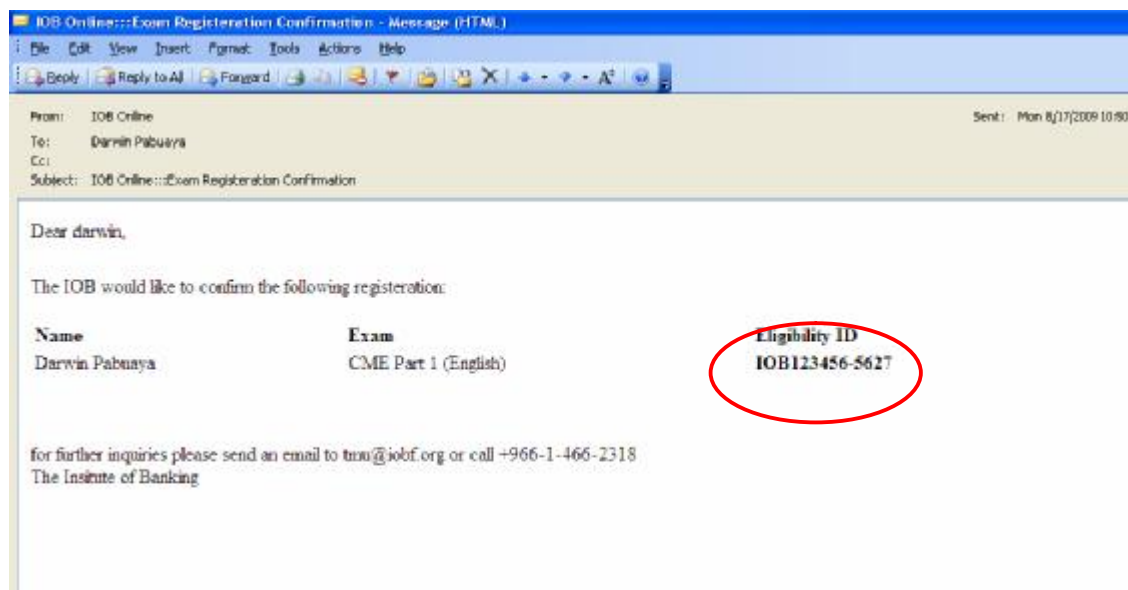
  

| ID        | Name           | Eligibility ID | Reg. Date   | Trail# | Exam  | Language |
|-----------|----------------|----------------|-------------|--------|-------|----------|
| IOB123456 | Darwin.Pabuaya | IOB123456-5627 | 31-Aug-2009 | 1      | IFCEE | English  |

1 2 3 4 5 6 7 8 9 10 ...

Export this page only

- Note:**
- An email containing the participant's eligibility ID will also be received by the client that registered the participant.
  - After receiving the eligibility ID from IOB, allow at least **48 hours** before registering for the exam at Prometric website.



**Important Reminder:**

- Each Candidate will get his/her own eligibility ID; **this eligibility ID cannot be used for a different candidate.**
- Once IOB issued the eligibility ID, the candidate is automatically charged for the exam fee **"this fee is non-refundable"**.
- A candidate cannot cancel an exam appointment. If a candidate wishes to change the exam date or time he/she may do so **7 calendar** days prior to the appointment through the web-site.

**Step 10:** Once you have your eligibility ID, Go to the Prometric website:  
<http://www.prometric.com> to select your exam date and Test Center location

**VERY IMPORTANT:**

**When you logon to the Prometric Website to select a date and a location please note the following:**

**While you are filling in the information to register your candidate, you can always go back and change any entry. Once entries have been completed and you log out from the session, you will not be able to change anything.**

**In particular, make sure you select the desired language of the exam (English or Arabic). If you entered English instead of Arabic and you have completed the appointment, your candidate will have to take the exam in English and you will be charged the full fee.**

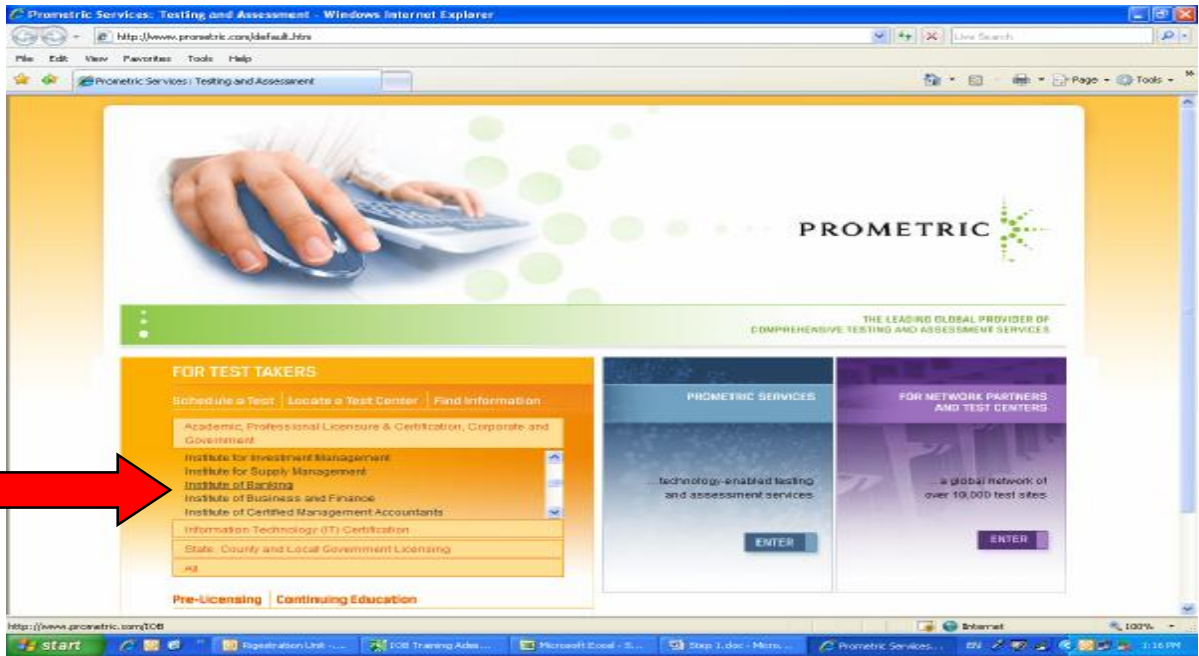
**Once you register for the IFC Exam using the Prometric system, you will not be able to cancel; you will only be able to reschedule the exam. Rescheduling an exam must be done no later than seven days prior to the new appointment.**

**Step 11:** Once Candidate accesses the Prometric website click on;

**"Academic, Professional Licensure & Certification, Corporate and Government"**

a drop-down list will appear. Click on:

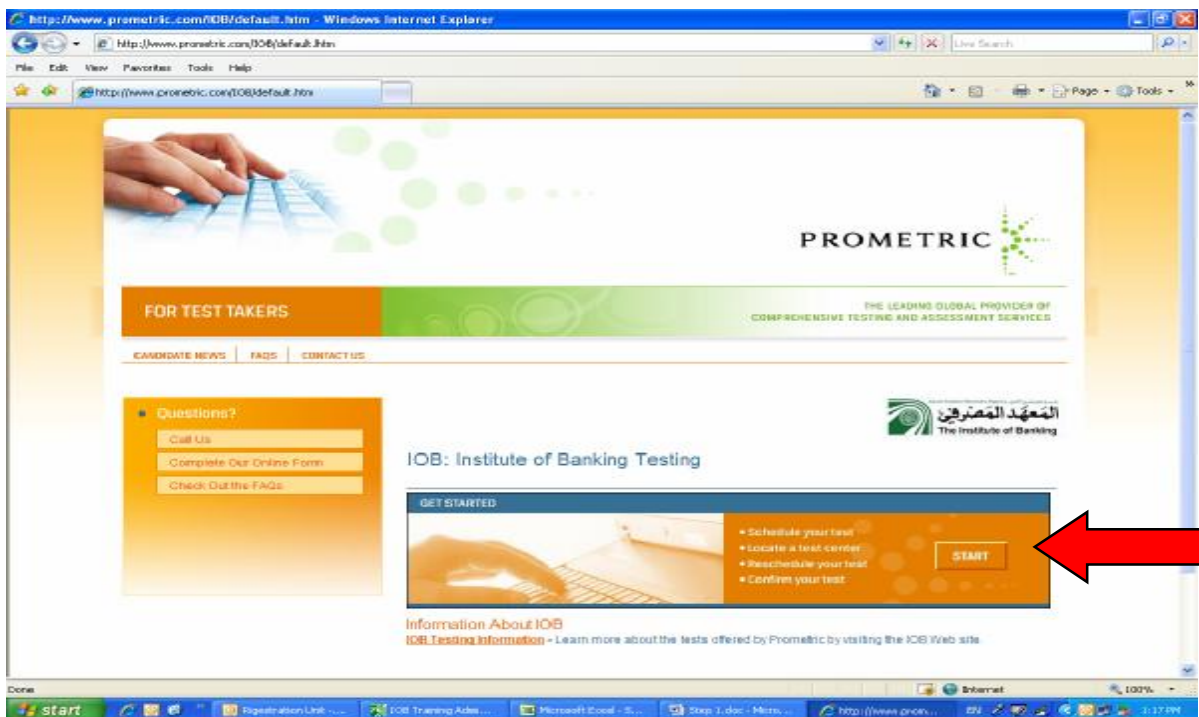
**"Institute of Banking"**



(Figure 2)

**Step 12:** In the IOB part of the website click **"START"** (Figure 3), a menu will appear where you can:

- locate a test center
- schedule an exam
- reschedule/cancel an exam
- confirm an exam



(Figure 3)

**Step 13:** To start registering click "**Schedule an Exam**" (Figure 4) and follow the step-by-step procedures until you complete the exam appointment.



(Figure 4)

**Step 14:** Candidate must report to the test site on the date and time he/she they have selected.

**Important Reminder:**

- Candidates should bring the appointment confirmation from Prometric when they report to the test site. No one will be allowed to enter the examination room without this document.
- Candidates should be at the test site at least 30 minutes before the start of the exam.
- Candidates should provide at least 1 (one) government issued ID to be allowed entry into the exam room.

**Upon completion of the exam, examinees will automatically get a printout of the exam result at the test site.**