

How to Purchase a CompTIA Exam Voucher

Purchasing vouchers is easy

Follow the steps below or you may review the process at youtu.be/SKZVRuiBBfk/.

To purchase exams at the academic price, you will need to be an active CompTIA Academy partner and have your partner ID available.
Please use Internet Explorer to complete and submit the form. Other web browsers may not display the form properly.

1. Go to **vue.com/vouchers**.
2. Click **Order Forms and Price lists**.
3. Scroll down and click **CompTIA**.
4. Click **America's Region** in the Online Voucher Order Forms box.
5. **BILL TO** Section — Complete your school's info (Skip the Site ID box).
6. In the **SHIP TO** Section, enter your email address only.
7. Enter your 6-digit CompTIA Partner ID number and your last name in the gray shaded section.
8. Enter **EXAM QUANTITY**.
9. Select **EXAM TYPE** (e.g. CompTIA A+) using drop down.
10. Select **MEMBER LEVEL** (Academic / E2C Partner).
11. Enter **UNIT PRICE** (e.g. \$91 for CompTIA A+); The **TOTAL** should automatically calculate.
Go to www.CompTIA.org/academypricing for current exam pricing.
12. Scroll down and enter **Method of Payment** — Credit cards are processed within 1 business day.
If sending in a purchase order, VUE will invoice your school and send exam(s) once payment is received*.
13. In the **Authorized Purchasers Signature** box, type in the purchaser's name as shown on the credit card.
14. **PRINT** a copy, then click **SUBMIT**.

* If you need additional information about using purchase orders or have other questions, email Academy@CompTIA.org or contact one of us.

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