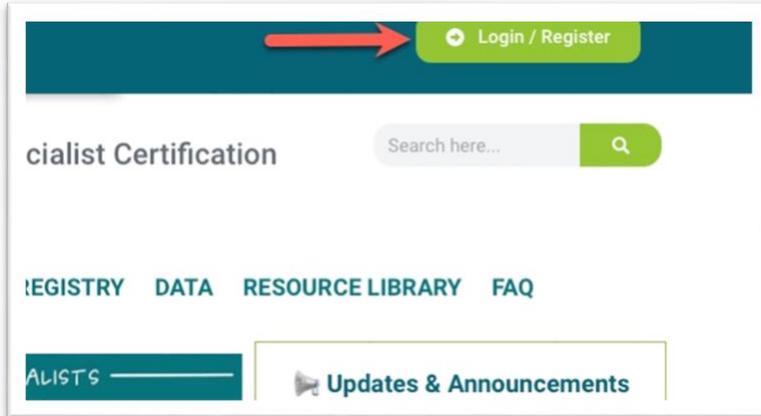


How To – Pay the Certification Exam Fee

Step 1: Locate Our Website

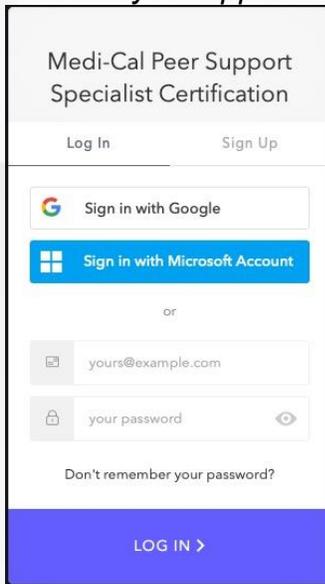
Select the Register/Login button from our website at www.capeercertification.org



Step 2: Log In

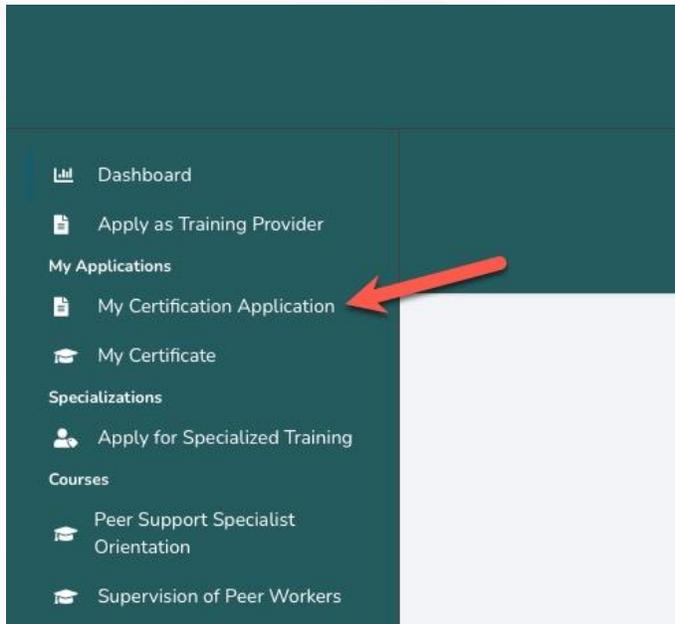
A login box will appear. Login by selecting either the “Sign in with Google” or “Sign in with Microsoft,” or manually type in your email and password.

Note: You must log in the same way and with the same email/password as when you filled out your application.



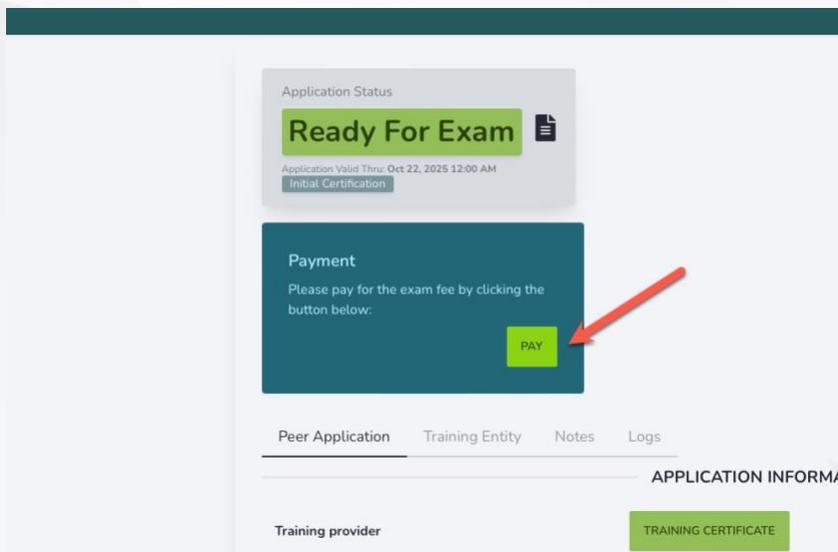
Step 3: Navigate to the Application

Once at the Dashboard, you will find your application on the left sidebar under “My Applications.” Click “My Certification Application.” This will open your application.



Step 4: Select the “Pay” Button

Upon viewing your application, you will see a blue box labeled “Payment.” Select the green “pay” button to proceed with payment.



Step 5: Entering Billing Information (if using voucher, skip to Step 8)

Once you select “pay,” you will be able to enter your billing details for the credit or debit card you are paying with.

Please note: Google Maps will auto-populate your address. You must select the auto-populated address, and all fields must be complete for the “PAY \$150” button to become available.

Pay for Peers Certification Examination Fee

First Name Last Name
First Name Last Name

Billing Address
Address International Address? Address 2
Start typing... Apt / Ste numbers

City State Zip
Required Required Required

Prepaid Code (Please click "Accept" after inserting Prepaid code) ACCEPT

CANCEL PAY \$150.00

Pay for Peers Certification Examination Fee

First Name Last Name
First Last

Billing Address
Address International Address? Address 2
1610 Arden Wy Ste 175

City State Zip
Sacramento CA 95815

Prepaid Code (Please click "Accept" after inserting Prepaid code) ACCEPT

CANCEL PAY \$150.00

Step 6: Payment Information

After entering your billing information, you will be directed to enter your payment information. You will need a credit or debit card for this.

Please enter payment info

Card Number

MM/YY CVV

Submit Payment



Step 7: Submit Payment

After entering your card information, the “Submit Payment” button will activate. Select the “Submit Payment” button to pay the exam fee.

Please note: if the “Submit Payment” button does not activate, one of more fields of information was incorrect. The card number, expiration date, and CCV boxes will turn green to indicate the information is valid.

Please enter payment info ✕

VISA

Submit Payment



(Optional) Step 8: Prepaid Voucher Code

If you were given a prepaid voucher code for your exam fee, you may skip Step 5, as the billing details are not needed.

Enter the voucher code number in the box and select “Accept.” A valid code will display “VALID CODE.” Select “Use Voucher.”

Prepaid Code (Please click "Accept" after inserting Prepaid code) ⓘ

Prepaid Code Number Here

Pay for Peers Certification Examination Retake Fee

Prepaid Code (Please click "Accept" after inserting Prepaid code) ⓘ

Step 9: Email Confirmation

Once your payment is submitted, you will receive a receipt via email to confirm your payment.

Please allow 7-14 days after payment to receive your approval to schedule your exam email, which will include your HumRRO ID and instructions to schedule the exam.

