

# Exam Registration Instructions for LCMS

## Have you taken a certification exam before through LCS?

### YES

Go to <https://lcms.LCSexams.com> and complete the applicable steps below.

1. Click on **LOGIN**.
2. Enter your e-mail address and password. If you have misplaced your password, click on **GET A PASSWORD / FORGOT PASSWORD**. *(If no user exists in the system, please complete the steps 1-6 under option NO.*
3. Login using the password sent to your e-mail account.
4. Select **UPDATE MY PROFILE** on the left navigation bar to ensure your address is up to date.
5. Select **SIGN UP FOR EXAM SESSION** on the left navigation bar.
6. Enter your **EXAM SESSION ID AND / OR VOUCHER NUMBER** (supplied by your training provider). If you do not have an Exam Session ID or Voucher #, skip to step 7.

**Voucher #:**

**Exam Session ID:**

7. To Pay by **Visa or Master Card** select exam type from the drop down below:

Choose your exam type:

8. Click **SUBMIT**

**\*Once you have completed the steps above you are registered for your exam and a confirmation e-mail will be sent to you.**

### NO

Go to <https://lcms.LCSexams.com> and complete the applicable steps below.

1. Click on **REGISTER**.
2. Enter your **EXAM SESSION ID AND / OR VOUCHER NUMBER** (supplied by your training provider). If you do not have an Exam Session ID or Voucher #, skip to step 3.

**Voucher #:**

**Exam Session ID:**

3. To Pay by **Visa or Master Card** select exam type from the drop down below:

Choose your exam type:

4. Click **SUBMIT**
5. Fill in requested information fields and select **CONTINUE**.
6. Fill in mailing address and other requested information and select **SUBMIT**.

**\*Once you have completed the steps above, you are registered for your exam. A password and registration confirmation will be sent to the email address you provided. You will be prompted to change your password the first time you login to LCMS.**