**Steps to using your voucher or scheduling with an Underage Realease Form**

Go to [www.gedtestingservice.com](http://www.gedtestingservice.com)

Click on “Start Testing in 2014”

When the page loads you will see a sign up screen that reads “Sign up for MyGED™ today”

- Fill in your e-mail address and verify it.
- Create a password
- Check the box to accept the Terms and Conditions.
- Click “Sign up”

You will then be sent to a page to complete your Contact Information.

- Fill out the information needed.
- Click “Continue”

A page will load and ask you for your “Background Information:

- You will be taking the GED test in “Washington.”
- Answer the following question and click “continue.”

You are at the “Last steps”

- If you need any test accommodations click “Yes” and submit the “Supporting documentation”
- If you do not need any testing accommodations, click “No” and the click “Continue.”

You will now be sent to “MyGED™ Dashboard”

- Click on “Schedule Test”

This will now take you to a series of questions to complete before scheduling a test. You should be looking at a page that is asking for your “School History.”

- Fill out the information needed and click “Continue.”
After completing the “School History” Information, you would now need to complete ‘Work History.”

Fill out the information needed and click “Continue.”

You should have now completed 45% of the information required. Now you are at “Prep Info.”

Answer the question and click “Continue”

You are now at “Prep Info,” Complete the form and click “continue.”

You are now on “Me and the GED® Test”

Complete the questions and click “Continue.”

Yay! 90% Complete! Now let’s fill out those “Last Items.”

Please make sure to check both boxes for “Terms and Conditions” and “Non-Disclosure Agreement”

Click “Continue.”

Now you may select your “Exam Language.” Be aware that you must start and finish the GED® test in the same language you began.

You are now ready to schedule your test!

At this point in time you need to contact Catheline Rivera-Acevedo at (253) 589-5702 to schedule an appointment with Kathi Medcalf. After setting up your appointment, you must go to Building #17 to the Cashiers Office with your voucher, pay for the test and receive a receipt. You must present your receipt at the time of your appointment with Kathi Medcalf.

If you have not completed all these steps you will have to reschedule your appointment for a later date.