



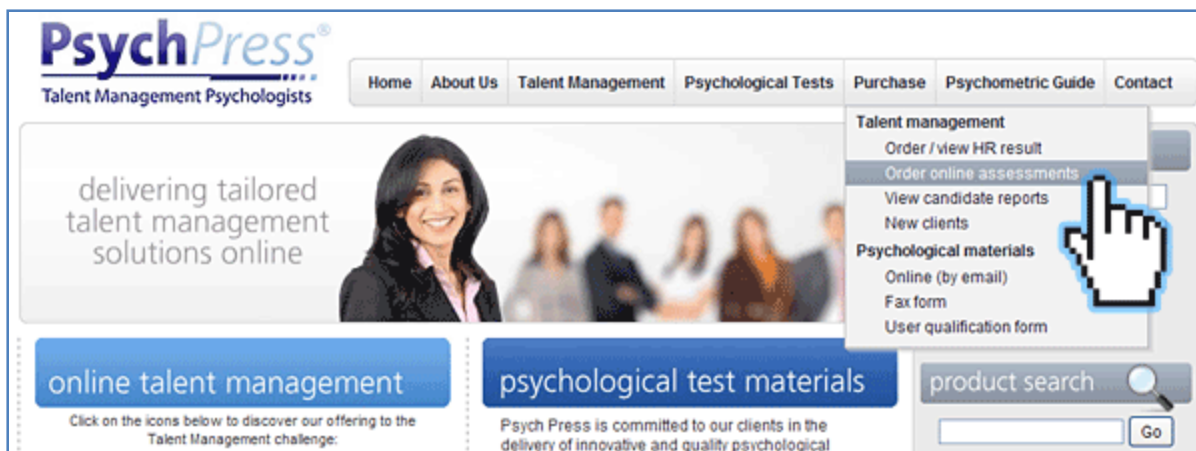
PSYCH PRESS' CLIENT CENTRE

How to order assessments online

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Telephone 1300 308 076 or +61 3 9670 0590 - Facsimile +61 3 9642 3577
Email: info@psychpress.com.au Website: www.psychpress.com

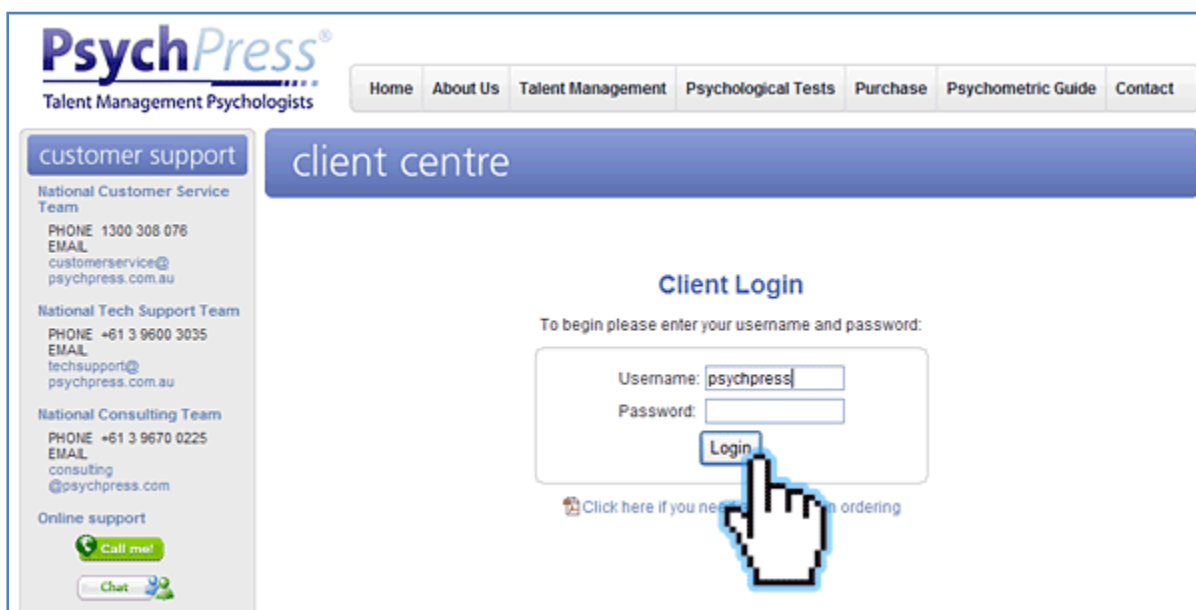
1. Login to the ordering system

From Psych Press' top menu bar, go to [Purchase](#) > [Order online assessments](#)



2. Enter your username and password

Type in your username and password to login



3. Follow our simple 5 steps to complete an order

Step 1: Review your details

Step 2: Click on the preferred test battery (combination of tests) from the drop-down list in step 2.

Step 3: If you wish, you can attach a position description or enter any supplementary information to assist Psych Press in writing the report.

Order Online Assessment

 User instruction

Welcome to Psych Press' online ordering system. Please complete the following steps to order assessments. You can hover the mouse over the info icon  to get more information.

Step 1: Review your details

You can change your details or password by going to ['update your details'](#).

Name:	Testie McTester
Company:	Psych Press
Contact no:	03 9000 0000
E-mail:	davebui@psychpress.com.au

Step 2: Select test battery

Please select the preferred test battery from the drop-down list. If the test is not on the list, please contact us.

Test battery: 

If you need assistance with choosing suitable tests, [view test types and norms](#) or [open the assistance window](#).

Step 3: Provide additional information (optional)

Please provide additional information, such as a position description (if available).

Attach position description file: 

Additional information (type in):

Purchase Order no. (if applicable):

Step 4: Select to whom you wish the invite page to be sent.

- Option 1 will send the invitation page to your email address.
- Option 2 will send the invitation page directly to the candidate's email address which you will provide in the next step.

Step 5: Select the number of candidates, and then enter candidates' details into the table below.

Step 4: Select assessment invitation method

Please select whom you wish the invitation page to be sent to.

☐ Send the invitation page to your email address
 So you can forward the email to the candidate later.

☐ Send the invitation page to the candidate's email address
 You will also receive a copy of each invitation page sent.

Step 5: Enter candidates' details

Please enter each candidate's details. You can leave some fields blank, however please ensure that the number of candidates is correct.

Number of candidates: 3

	Given name	Surname	Email address	Note
1.	Jason	Mrz	imyours@gmail.com	Internship position
2.	Dave	Bui	web2dot0@hotmail.com	(optional)
3.	(optional)	(optional)	(optional)	(optional) 

 Add another candidate

Continue »

4. Order confirmation

Review your order details before submitting.

Confirm Your Order

Important: Please check that all details below are correct and then click the 'Confirm' button to submit the order. If you need to make a change, please click on 'Modify'.

Your details

Requested by:	Testie McTester
Company:	Psych Press
Contact number:	03 9000 0000
Email address:	davebui@psychpress.com.au

Test battery

Test battery chosen:	AR2_VR2_NR2
Report type:	Narrative report

Additional information

Description file:	<i>Not specified</i>
Additional info:	<i>Not specified</i>
Purchase order:	<i>Not specified</i>

Invitation method

You have selected to send the invitation page to **yourself**.

Candidate details

No of candidates:	3 candidates
Candidate 1:	Name: Jason Mraz Email: imvours@hotmail.com Note: Internship position
Candidate 2:	Name: Jim Raynor Email: sc2@blizzard.com
Candidate 3:	Name: <i>Not specified</i> Email: <i>Not specified</i>

Confirm

Modify



5. Order completed

client centre

Order Completed Successfully

Congratulations, your order has been processed successfully. You will receive a copy of your order in an email.

If you have any queries, please contact us (using the details on the left side of this page).

[Click here to order more assessments](#) or [log out](#).

Thank you for using Psych Press' services and products.