NALA | THE PARALEGAL ASSOCIATION

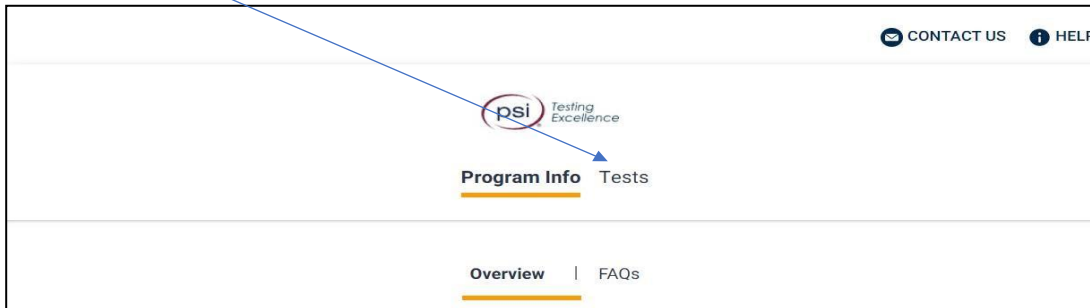6450 S Lewis Ave, Suite 250 | Tulsa, OK 74136 | PH: 918-587-6828 | FAX: 918-582-6772 | www.nala.org

PSI Portal Screenshots

1. Select the link embedded in the Authorization to Test email or select the following URL: https://test-takers.psiexams.com/nala.

2. Select **TESTS** to create an account.

3. Select the Examination. You are ready to create an account. Select **LOGIN/REGISTER**.

To continue the booking process and schedule your test, you must login or create an account.   **LOGIN/REGISTER**
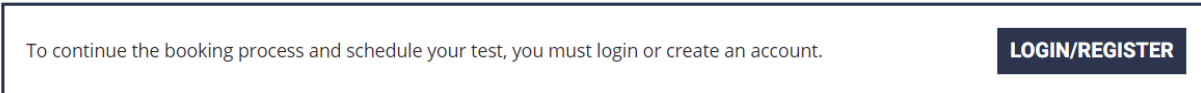
4. You will be prompted to **CREATE AN ACCOUNT** with PSI.
   - The ID is the PSI Username located in your NALA account.
   - The first and last name must be the same as you provided on your NALA application and match exactly with your current, valid, government-issued ID.

ID *	
First Name *	Last Name *
Middle Name	Generation
Email *	
Password *	**Your password must contain:** • At least one capital letter A-Z • At least one lower case letter a-z • At least one number 0-9 • At least one special character !@#V$%V^&V* • At least 8 and up to 32 characters
Confirm Password *	

5. Select your test format: **Test Center** or **Remote Online Proctored** *(The Skills Exam is not available for this testing*

1

option.)

Scheduling at a Test Center   *If Online Remote Proctored is selected, go to STEP 9.*

6. If **Test Center** is selected, enter the **"City or Postal Code"** and select **FIND.**

7. Select a date and time to book an appointment.

8. You will receive a message confirming the Test Center, booked date, and booked time. Please review the booking before selecting **CONFIRM**. Once your booking is confirmed, select **DONE.**

Booking Confirmed!! 🖶 Print Confirmation

| Email Address: | Home Phone: | Office Phone: |
| asingla81@psionline.com | 111224444 | 2221112345 |

Scheduling via Remote Proctor

9. If **Online Remote Proctoring** was selected, enter the **"Country and Timezone"** and select **NEXT**.

Select Timezone:

Select Country *
United States

Timezone

CANCEL   NEXT

10. Select a date and time to book an appointment to take the test.

Book Your Test:

🕒 (UTC: -08:00) Pacific Time (America/Los_Angeles)
Change Timezone

Choose a Date and Time

| October 2021 | Time slots available for October 06, 2021 |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	**6**	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

○ Available   ● Selected

Time slots available for October 06, 2021:
07:00 PM
07:30 PM
08:00 PM
08:30 PM
09:00 PM
09:30 PM
10:00 PM
10:30 PM
11:00 PM
11:30 PM

CANCEL   NEXT

11. You will receive a message confirming the test format, booked date, and booked time. Please review the booking before selecting **CONFIRM.** Once your booking is confirmed, select **DONE.**

Review Booking:

| Email Address: | Home Phone: | Office Phone: |
| asingla81@psionline.com | 111224444 | 2221112345 |

📅 Wednesday, October 06, 2021
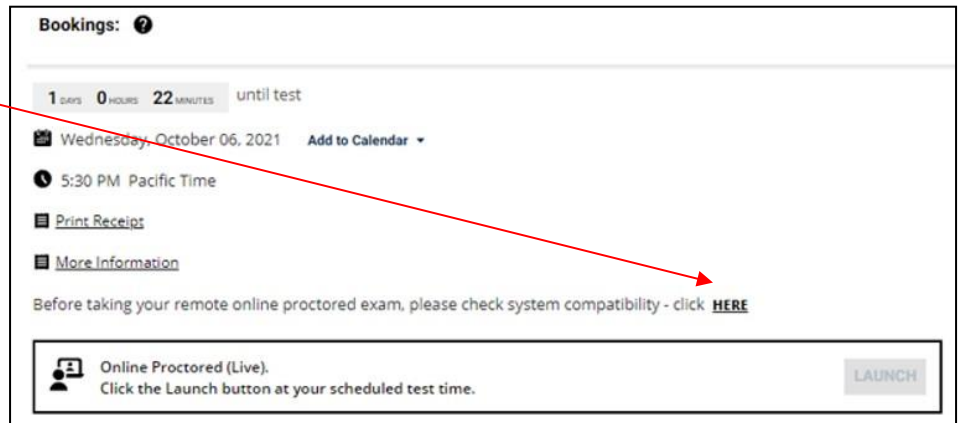
🕐 5:30 PM Pacific Time

☑ By continuing, you agree to The Company's Conditions of Use And Privacy Notice.

CONFIRM

Before taking your remote online proctored exam, please check system compatibility - click **HERE**

12. Your booking will now display in your account. You will be able to **LAUNCH** your test within 30 minutes of your booked test time.

Bookings: ❓

1 DAYS 0 HOURS 22 MINUTES until test

📅 Wednesday, October 06, 2021   Add to Calendar ▾

🕐 5:30 PM Pacific Time

▤ Print Receipt

▤ More Information

Before taking your remote online proctored exam, please check system compatibility - click **HERE**

Online Proctored (Live).
Click the Launch button at your scheduled test time.

LAUNCH