

## How to register yourself for the IFSE EMP Exam

Go to [www.ifse.ca](http://www.ifse.ca)

1. From the homepage click on the button "Become a Student".
2. Supply all mandatory fields (indicated by a \* next to the field) and click "Next" to proceed.
3. Review the selections and Click on the highlighted "Area of Interest". This will allow you to continue to the next screen.
4. If you have been given a contract number and password by your organization, enter it where required and click "Yes". If you do not have a contract number, click "No".
5. Click on the course name that you want to enrol in.
6. Review the Terms and Conditions completely.
7. To accept the Terms and Conditions, check the box and click "Yes". If you do not want to accept the Terms and Conditions, click "No". Your course enrolment will be cancelled.
8. Complete your profile information as indicated on the screen. Take care in completing your mailing and shipping address to ensure that any materials that you have ordered will be delivered promptly and correctly. Hit the "Next" button to proceed.
9. Verify your shopping cart information and click on "Process Payment".
10. Provide your credit card information and click on "Pay Now". Please do not touch the screen until your payment has been processed. A copy of the receipt will appear and can be printed for your records. The receipt will also be stored in your student record for future reference.