

HOW TO REGISTER FOR ielab PROFICIENCY TESTING SCHEMES.

Step by step guide

THROUGH OUR WEBSITE.

- Please enter our website (www.ielab.es), and click the icon "PTS ACCESS" at the bottom of your screen.
 - If you are a new client, that has never participated in ielab PTS, please click "CLIENTS REGISTRATION" and fill in the form to create a new profile or account in our platform.
 - If you already have a user name and password, please click "REGISTERED CLIENTS ACCESS" and log in. If you don't remember your user name and password, please do not create a new account or profile. Contact us through our e-mail **comercial@ielab.es**.
- Once you have entered your user name and password, please proceed to the following route in the menu at the left of your screen: PT SCHEMES / Open Proficiency Tests / Registration.
- You will find a table with all the schemes offered. Please choose the ones of your interest (with the button "Add"). For each circuit, there is the option of "Document management". If you select it, it means that you will submit your results by e-mail, and ielab will introduce them in the online platform, and will send you the results report by registered mail (both things together). Please bear in mind that that there is an extra charge for this service.
- You can choose the round to participate in by clicking the appropriate box.
- If you want to undo any selection, press "Delete".
- By clicking "Accept" you will obtain a quotation of your selection of schemes and rounds. You can print this quotation clicking "Print". You can include your reference number for the purchase order in the corresponding box.
- **VERY IMPORTANT:** To confirm your purchase order, you must click "Confirm". A message that informs you that the registration has been properly completed will be shown, together with the necessary information to make the payment (payment by banking transfer) and a link of access to the platform of payment with credit card.
- Besides, you will receive an email including a summary of the schemes and rounds you have registered for.



Access

Join our website (www.ielab.es) > CLIENT AREA



Registration

NEW CUSTOMERS: fill your profile through the 'Clients Registration' section and get your credentials (username and password).

REGISTERED CUSTOMERS: access your profile on the 'REGISTERED CLIENTS ACCESS' section with your usual credentials



Inscription

In the 'Registration' option within your profile, you will find a table with all the rounds and schemes offered, where you can 'Add' or 'Remove' your choice and make your inscription



Confirmation

Click on 'Accept' to get an assessment of selection, as 'Pre-registration / quotation'.

Formalize the order by pressing 'Confirm'.

Payment options:

- By bank transfer once the invoice is issued
- By credit card at the time of registration



Checking

You will receive an email with a summary of the purchases. Otherwise, contact us at comercial@ielab.es.