

1. Click on **Take English Exams**. The login screen will appear, under the New User section, click on "**REGISTER NOW!**" and complete the form. All fields identified by red titles are required fields. If you have already created a log in for the IMA website, please log in.
2. On CMA Program Registration page, if you are a new Professional Candidate please select the "**CMA Candidate Package – Professional**" option and press "**JOIN**" button. If you are a Student or Academic, please select the according package.
3. On Find a Professional Chapter page, you will be asked to select a local chapter to affiliate with based on your address. Choose one and click "**NEXT**".
4. On CMA Exam Part 1/Part 2 Registration pages, you can select September and October 2018, January and February 2019, May and June 2019 Part 1/Part 2 exams and press **ADD TO CART**.
5. Review the order; Click on "**CHECKOUT**".
6. On Checkout page, enter your address information, click "**NEXT**".
7. Enter the promotional code **CN18FALL** in Add Coupon or Promo Code blank and click on "**APPLY**" in Item Summary section. The total fee will waive off **\$159**. Click on "**NEXT**".
8. Enter credit card details and click on "**COMPLETE ORDER**".
9. After completing your order, you will see an Order Summary.