

## HOW TO REGISTER IN THE PROFICIENCY TESTS OF ielab?

### Step by Step Guide

#### Through the web

- Please enter [www.ielab.es](http://www.ielab.es), and click the tab at the top of the screen: "Access to PTs".
- If you are a new client that never has worked with ielab previously, you must create your profile first.
  - Please select the option "New customer". There you will find a form that has to be filled in with your data and create the user and password. Please, enter all the contact data with special attention to the address to send the samples and the address for invoicing
  - In the end, please press the "Accept" and proceed to the registration as we describe hereinafter.
- If you are already a customer, please log in with your user and password. We recommend to check your contact data and update them if necessary.
- Then, please go to the option of the menu "Registration". You will find a table with all the tests offered. Please choose the ones of your interest (with the button "Add"). For each circuit, there is the option of "Paper Management". If you select it, it means that you will send your results by fax (or post) for the introduction of results by ielab, and that the reports will be posted 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 box that indicates the months when they are made.
- If you wish to undo any selection, press "Delete".
- By clicking "Accept" you will obtain a quotation of the selected, named "Purchase Order" (P.O.). If you want to print out that P.O. you will find a suitable button at the end of the page. You can include your reference number for the P.O. in the box that you will find above the print button.
- To confirm your P.O. you must click "Save". A message that informs that the registration has been made satisfactorily will be shown, together with that 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 with a summary of the purchased. Please, check that you receive it and that the data shown correspond to what you want.

#### Registration "In paper"

- To request your registration by fax, by email or post, please use the form that you will find at the end of the Proficiency Tests Catalogue. On the form you will also find the fax number and post address/email you must address to.