

November 2006

Receipt of Payment Coupon and Notice to Schedule from the National Candidate Database (often referred to as the “Gateway”)

When you filled out your application to take the CPA exam, you were given a choice of the method to receive your Payment Coupon and Notice to Schedule. If you have elected to have the Gateway send your Payment Coupon and Notice to Schedule via email, we advise that you put the following two email addresses in your address book so that spam filtering software does not prevent you from receiving them.

To receive your Payment Coupon: cbtpayment@nasba.org

To receive your Notice to Schedule: cpaexam@nasba.org

YOU CANNOT EMAIL TO THESE ADDRESSES. THEY ARE ONLY FOR EMAIL FROM THE GATEWAY.

You should receive your payment coupon two to four days after the date on the approval letter issued to you by the Board of Examiners which authorizes you to take specific sections of the CPA Exam. After you have paid, you should receive your Notice to Schedule (NTS) within two to four days. Do NOT wait *weeks* to contact us after you have paid for your exam sections if you do not receive your Notice to Schedule.

You do not have to have the payment coupon in hand to pay, but must be in “Awaiting Payment” status on the database. Copy and paste this link <http://www.nasba.org/nasbaweb/NASBAWeb.nsf/wpecsi?openform&stateabbrev=IL&info type=paymentCoupon> to pay on-line. You can also call 866-MY-NASBA (866-696-2722).

You must have the correct Notice to Schedule to 1) schedule your exam dates and 2) to launch the exam at the exam site. Do not forget to bring it with you to the testing center along with the appropriate identification!

Remember: Once your payment is processed, the clock starts ticking on the six month life of the Notice to Schedule. We suggest you calculate the date you want your Notice to Schedule to expire and make payment accordingly within the 90 day time limit assigned to the Payment Coupon.

Call the Board of Examiners at 217-531-0950 if you have questions about any steps of the process. Good luck on the exam!