

1. Click on **Register 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 an Academic, please select the according package, but you will not be able to use the promotion code.
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 2021, January and February 2022 or May and June 2022 exams, then press **ADD TO CART**. You may also skip these two parts if you have not made up your mind.
5. On **Shopping Cart** page, review the order, and click on **“CHECKOUT”** .
6. On **Checkout** page, enter your address information, click **“NEXT”** .
7. Enter the promotional code **APFALL21** in Add Coupon or Promo Code blank and click on **“APPLY”** in Item Summary section. The total fee will waive off **\$207**. Click on **“NEXT”** .
8. Enter credit card details and click on **“COMPLETE ORDER”** .
9. After completing your order, you will see an Order Summary.