



## HOW TO USE YOUR LOGIN ON M2-TEC.COM FOR ACCESSING YOUR TEST ACCOUNT

Once you have ordered tests from our M2-TEC.COM Shopping Cart, these tests remain available in your account until you send them to candidates for processing. The procedure for accessing your account is the following:

- 0) Go to [www.m2-tec.com](http://www.m2-tec.com)
- 1) **Home page:** Login as a customer on the top right. This will lead you to the product page. Your log-in info is always the e-mail address that was used originally to purchase your test(s). If later, you change that e-mail address through “account maintenance” on m2-tec.com, this new e-mail address will be your login (we keep the e-mail address on file as your login).

NOTE: If you lost your password, click on “forgot password?” You will receive an email (to the e-mail address that is on file) with details.

- 2) Once you have logged in, you will be on the “*Product*” page.
- 3) On the right side of the product page, click on “*Account maintenance.*”
- 4) In your account page (showing all previous orders), you can now see ALL your orders. Pick your TEST order and click on “*View*” (yellow arrow on the left side of the order).
- 5) This opens your order. You can see the test(s) status: it is either “*Available*”, “*Sent*”, “*Started*” or “*Done*”. If you want to send an available test to a candidate, simply click on “*Send Test.*”
- 6) This will open a “*Send e-mail to candidate*” page. Simply fill the requested fields. When you click “*send Test,*” the candidate will receive an e-mail with instructions and the link to the test platform. You will receive a copy of that e-mail to the e-mail address which is on file.
- 7) **IMPORTANT:** When the candidate has filled the test and clicks on the “*send*” button, the test scoring will be done by our system and a copy of the full results will be sent to the e-mail address which is on file.
- 8) The candidate has 5 days to fill the test. If he/she decides NOT to fill the test, it automatically becomes available again.

- 9) If the candidate starts the test but NEVER completes it, you can see its status by checking your test order: any incomplete test will show the status: *"Test started by IP \_\_\_\_."* if the candidate decided NOT to complete the test, simply call us to credit the test on your test order.
- 10) If you have any question or difficulties, call us at 877-831 2299.

**Procedure for buying more tests:**

If you need to re-order more tests, the procedure is very simple:

- 1) Log in as above from the home page, you will land on the *"products"* page.
- 2) Click on *"Business tests."*
- 3) Find the test you want to purchase and fill in the desired quantity.
- 4) Click on *"Add to cart"* and follow the procedure.
- 5) Click on *"Check out."*
- 6) If you have a coupon code, fill it in the coupon code field. Click *"Submit."*
- 7) Check your billing information. It MUST match the billing address of your credit card. If you have to change it, click on *"Update address."*
- 8) Select the shipping address and click *"Next."*
- 9) Enter your credit card information AND agree to the terms of services.

**NOTE:** You might have to agree to more than one term of services, depending on the content of your shopping cart. Please be advised that every agreement opens a pop-up window. Read, scroll down to the bottom of the agreement and click **"I agree."**

- 10) Click on *"Confirm Order."*

Thank you! Again, if you have any question, do not hesitate to contact us at 877-831 2299

[service@m2-tec.com](mailto:service@m2-tec.com)