



Purchasing the ABGC Practice Exam:

- Log in or create an account in the ABGC Portal.
- Once in your account, select the Applications tab.
- You will see the CGC Practice Exam listed as an application.
- Select this application.
- A pop-up for payment will appear on your screen, complete payment.
 - o If your program is paying for your practice exam, please select this option. You will be prompted to fill in the name and email address of the person who will be purchasing the practice exam for you.
 - o Once payment is completed by your program, ABGC headquarters staff will mark your payment complete.
- Once payment is complete, please allow time for ABGC headquarters staff to populate your exam ID.
- Once you have received your exam ID, follow this [link](#) to begin your exam and follow these steps.
 - o Enter the first four characters of your last name and your Exam (Launch) ID.
 - o After your Exam (Launch) ID is verified, you can start your exam.
 - o **Do not enter your Exam (Launch) ID until you are ready to start your exam. You must start/complete your exam on the same day you enter your Exam (Launch) ID.**

Program Director Instructions: If you are paying for a student or group of students, please follow the below directions.

- Email info@abgc.net with a list of the students you will pay for.
- Once received, ABGC headquarters staff will issue an invoice via email.
- Each student will need to complete the process detailed above.
- Once payment is received and students have completed the information in the portal, each student's payment portion will be marked complete, and headquarters will begin processing exam IDs.