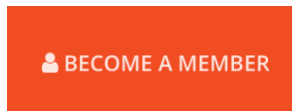


HOW TO REGISTER FOR MEMBERSHIP TO THE EXAMS OFFICE AND ACQUIRE ACCESS TO THE EXAMS OFFICE HUB

HOW TO REGISTER FOR MEMBERSHIP

From the [Home](#) page of The Exams Office website select the **Become a Member** button from the top of the screen and follow the instructions to join.



[See Membership Benefits and the current Annual Membership Fee](#)

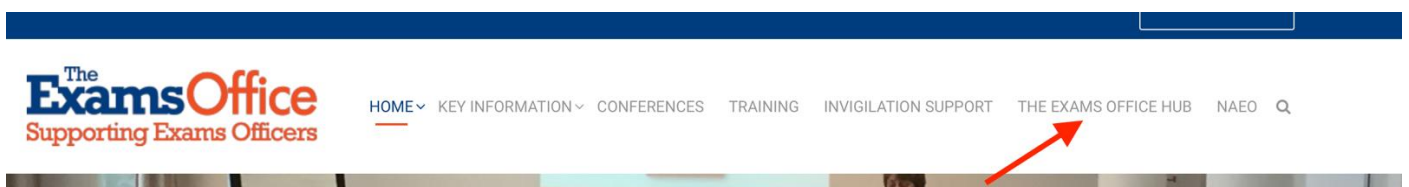
[See the Resources available in The Exams Office Hub](#)

HOW TO CREATE A NEW MEMBERSHIP ACCOUNT TO ACCESS RESOURCES IN THE MEMBERS AREA

Either select **The Exams Office Hub** button from the [website](#),



click on the login link from The Exams Office Hub [information page](#),



or go directly to the [Hub homepage](#):

- select **Create New Account**
- complete all the required fields which are marked with an asterisk (however, as much detail given on this form as possible, the better)
- when complete, click to read through our **Terms and Conditions**
- if happy to agree to these terms, tick and complete the **I'm not a robot** reCAPTCHA
- click **Submit**

Click here to view the Terms and Conditions

Tick here to agree to the above terms

I'm not a robot

reCAPTCHA
Privacy - Terms

SUBMIT

MEMBERSHIP ACCESS

Initial access will be **limited**, but once payment has been received your membership will be updated allowing you to access all resources.

An invoice will be raised and emailed to you and your finance lead within 2 working days.

If for any reason this has not been received after 2 working days, email membership@theexamsoffice.com and the invoice will be resent.

If a purchase order number needs to be added to your invoice, please send this to membership@theexamsoffice.com when your registration has been completed, and we will ensure this is shown on your invoice.

MEMBERSHIP RENEWAL

When your annual centre membership is due for renewal, a renewal invoice is sent to you and the centre's Finance email address recorded on our system.

If your centre wishes to cancel and not renew another 12 months membership, the renewal email should be replied to confirming cancellation of membership.