WorkKeys Solutions Providers
Setting the Financial Profiles for Self Registration

Financial profiles management is used to assign the appropriate price for the assessment you wish to launch when the examinee has self registered.

Begin on the WorkKeys administrator site.
Your Administrator Realm should be similar to one of the following URLs:
https://vtcadmin.act.org/vtcadmin/goRealmLogin.do?realm=your realm number here
https://testadministration.org/vtcadmin/goRealmLogin.do?realm=your realm number here

First you will need to find the examinee in your system so you can add the financial attribute. To do this:

Log In with your administrator User ID and Password.

- Click on the **User Management** link located in the left-hand navigation menu

- On the **User Management** page, either enter a name and click on the **Search** button or just click the **Search** button for a list of all registered examinees**.**

- Click in the circle in the **Select** column next to the examinee's name for which you want to set the financial profile (1). Click on the **Edit** button (2).

- On the Edit User page choose the **Registration** tab.

- Select the **assessment** to add the **financial profile** to and choose edit.

- Choose the **Financial Profile** that applies to this registration. The choice you make here determines what price your site will be billed for this test and where the bills will be sent. You will see choices like:

  Education
  Government
  Business

  If testing is paid by another entity (e.g., **State Contract**) you should see that entity listed here as one of the choices.

- **Click** Submit.