

CIMA website and online services user guide

This guide is intended to help you use our website and online services, including setting up your own personal area of the CIMA website, registering as a CIMA student, and paying your exam fees.

The guide is organised into the following key topics, which correspond to the areas of functionality you can take advantage of:

[Creating a My CIMA Account](#)

[Logging in](#)

[Student Registration](#)

[Exam Entry](#)

[Making a Payment](#)

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Creating a My CIMA account

To take full advantage of our online services and keep the details we hold about you up to date, you will need to create a “My CIMA” account. My CIMA accounts are important for all CIMA members, students and key stakeholders including CIMA Training partners, CIMA Advocates and Assessors as it will enable you to view any content or information that is restricted to you. If you do not have a specific relationship with CIMA but want to book a training course or place on one of our events you will also need to create an account.

Please note that creating a My CIMA account does not mean that you are a registered student or member.

If you are a member of any of the following CIMA audience groups, you will be sent specific information about how to set up your My CIMA account.

- CIMA employer partner
- CIMA advocates
- CIMA examiner
- CIMA marker
- CIMA learning partner

The information we store about you is used to improve the service we deliver, and show information, news and events that are relevant to you based on your location and personal preferences.

Creating your My CIMA account

We need the following information to create your account. *Denotes a required field.

Contact ID

Your contact ID is your unique CIMA reference number. It can be found on all correspondence that CIMA sends to you, including your subscription notice.

First name*, middle name*, last name*

Please take extra care when entering your name, as this is how we will address you in future correspondence. If you are unsure how to fit your name into the fields provided, you may find the following helpful:

If you are Sri Lankan, please use initials for ‘ge’ names (if any) and your first name, and insert your name in the fields as per the following example:

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[Ratnayake Mudiyanseelage Chaminda Kapila Ratnayake](#)

First name: [R M Chaminda](#)

Middle name: [Kapila](#)

Last name: [Ratnayake](#)

If you are Chinese, please insert your Christian name (if any) and family name in the first name field and your given name in the last name field, as per the following examples:

First name: [Chan](#)

Middle name:

Last name: [Siew Lian](#)

[Sharon Chow Sook Kuan](#)

First name: [Sharon](#)

Middle name:

Last name: [Chow Sook Kuan](#)

If you are Muslim, please insert your given name in the first name field, Bin/Binti/Bt (if used) in the middle name field, and your family name in the last name field, as per the following examples

[Dzulkeflee Khairuddin](#)

First name: [Dzulkeflee](#)

Middle name:

Last name: [Khairuddin](#)

[Norzaitolcima Binti Mohamad](#)

First name: [Norzaitolcima](#)

Middle name: [Binti](#)

Last name: [Mohamad](#)

Date of birth*

Please enter your date of birth in day, month, year (dd/mm/yyyy) format – for example, if your birthday is March 17, 1978, enter 17/03/1978.

Please also make sure that you enter a four-digit year – for example, 1978 instead of 78. The system will not recognise two-digit years.

Email address*

Please give us a valid, up-to-date email address, because we will use it to contact you, confirm your identity and send you a password reminder if you forget your login details.

Your email address must only contain letters (A-Z), numbers (0-9), underscores (_), full stops

(.), the “at” symbol (@), and apostrophes ('). No other characters are allowed.

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Password*

Your password is your key to taking advantage of our online services. It must be at least six characters long and only contain letters and numbers (A-Z and 0-9). **Please do not enter any symbols or spaces.** Your password is case sensitive, so "PASSWORD" is not the same as "password"

Please choose something you will remember, but cannot easily be guessed by anyone else. Do not give anyone your password as it will mean that they are able to access your personal details.

Confirm password

You need to type your password again so we know that you have not typed anything incorrectly.

Security question

As an extra security measure, we ask you to set up a security question and answer. We will ask you this question if you ever forget your password, so it should be something you can remember, but not easily identifiable to others.

For example:

- Name of first school?
- Mother's maiden name?
- City of birth?

Answer to security question

Please note that, like your password, the security answer is case sensitive.

Please make a careful note of what you enter, but do not show this to anyone else, as this will compromise the security of your account with CIMA.

That's it!

You've completed the account creation process. You can now use your contact ID and password to log into My CIMA.

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Logging in

To log in to our site, click on the “Sign in” or “My CIMA” links at the top of every page. You will need to enter your Contact ID and password to enter.

Forgotten your password?

Click on the “Forgotten your password or Contact ID” link on the sign in page.

If you have forgotten your password you will be asked to enter your Contact ID and date of birth. You will then be asked the answer to your security question. Once you have correctly answered this you will then be given a temporary password which you can re-set once you have logged in to your account. CIMA recommend changing your password to something memorable for future access to My CIMA.

If you have forgotten your Contact ID you will need to email us at cima.contact@cimaglobal.com with your full name, date of birth & full address. We will then reply with your Contact ID within 72 hours. The same applies if you have forgotten both your Contact ID & Password.

Your “My CIMA” area

Once you’ve logged in to your My CIMA area, you will be able to access documents and areas of the site that are not available to other users, change your personal details, make payments to CIMA, enter for exams and much more. If you want to change any of your personal, business, or financial details, you will be asked to log in again. This added security measure ensures that your personal details cannot be seen or changed by anyone else.

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Student Registration

Our online registration is made up of several simple steps and requires you to make payment for your registration and subscription fee by credit or debit card at the end of the process.

If you are unable to pay online using a credit or debit card, and you live outside the UK/Ireland, you can register online and send your payment by post.

Your payment must be received within 6 weeks of part-registering online; therefore you should only start the part registration process if you are able to post your payment straight away. Please note that if your payment is not received within 6 weeks, your part-registration will be cancelled and you will forfeit your registration fee as this is non refundable.

At the end of the process, you will be asked to print off a registration or part registration confirmation sheet, which you must send in to CIMA immediately, together with copies of your educational certificates or professional qualifications. You will also need to send your payment if you have part registered.

As soon as you have completed the online process, including payment of your fees, you will become a CIMA student, and can immediately begin your studies. If you choose to post your payment, you will be part registered and will need to pay all your fees within the stipulated six week period before you can be fully registered as a CIMA student.

Our registration and exemption deadlines are as follows –

31st January for the May exam sitting

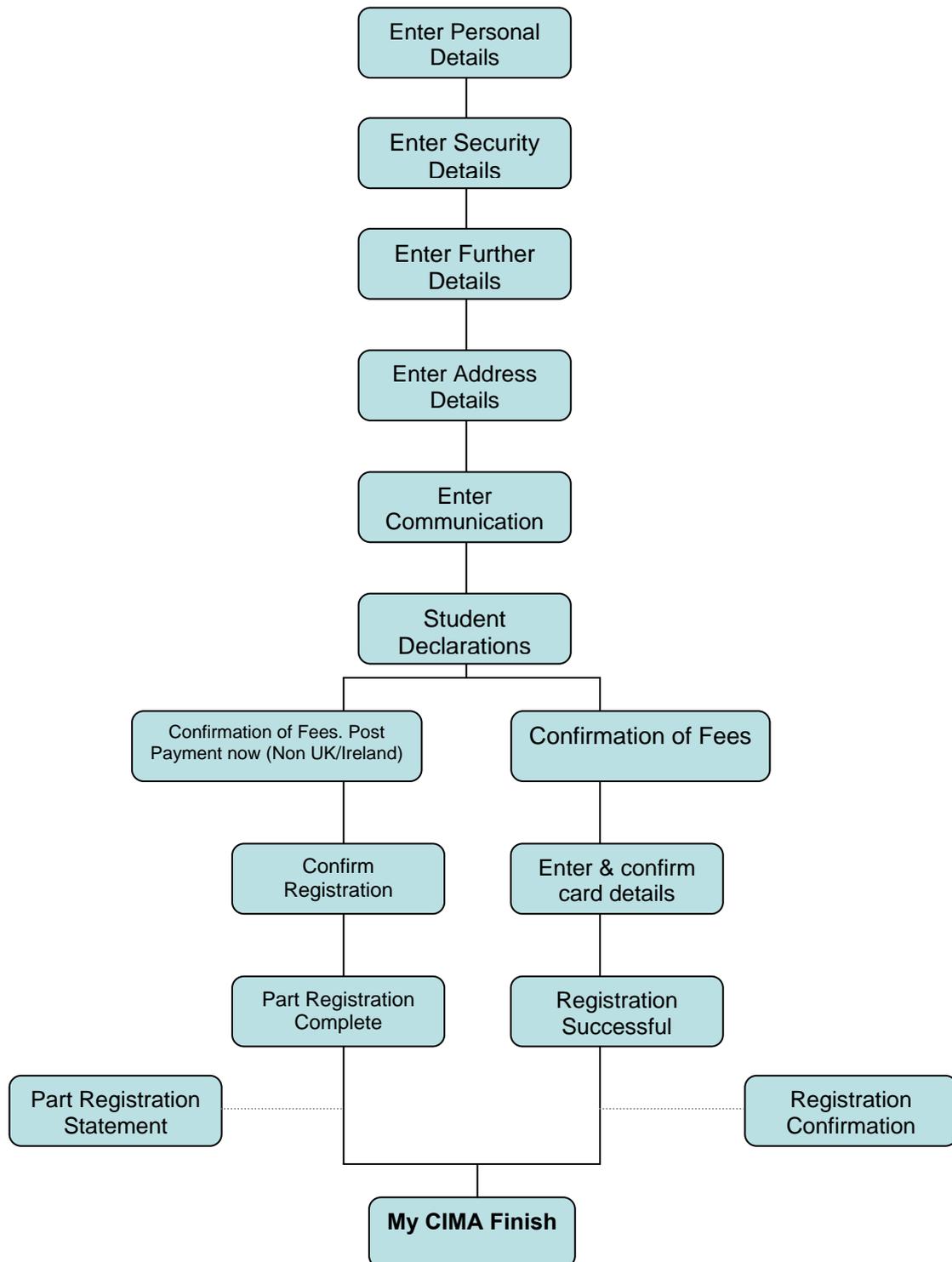
31st July for the November exam sitting

It is important that you complete the registration process, pay your subscription and registration fees and ensure that the copies of your certificates reach us by the relevant deadline. If we receive them after this deadline they may not be processed in time for you to sit for exams in the corresponding exam sitting.

You will find a step by step guide to the registration process on the next seven pages.

To begin the process, click on the “Getting started” link at the top of the page, then click on “Register as a student”, then “Register with CIMA”.

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Start the registration process by entering your basic details. Please take extra care when entering your name, as this is how we will address you in future correspondence. If you are unsure how to fit your name into the fields provided, you may find the following helpful:

If you are Sri Lankan, please use initials for 'ge' names (if any) and your first name, and insert your name in the fields as per the following example:

[Ratnayake Mudiyanseelage Chaminda Kapila Ratnayake](#)
First name: [R M Chaminda](#)
Middle name: [Kapila](#)
Last name: [Ratnayake](#)

If you are Chinese, please insert your Christian name (if any) and family name in the first name field and your given name in the last name field, as per the following examples:

[Chan Siew Lian](#)
First name: [Chan](#)
Middle name:
Last name: [Siew Lian](#)
[Sharon Chow Sook Kuan](#)
First name: [Sharon](#)
Middle name:
Last name: [Chow Sook Kuan](#)

If you are Muslim, please insert your given name in the first name field, Bin/Binti/Bt (if used) in the middle name field, and your family name in the last name field, as per the following examples:

[Dzulkeflee Khairuddin](#)
First name: [Dzulkeflee](#)
Middle name:
Last name: [Khairuddin](#)
[Norzaitolcima Binti Mohamad](#)
First name: [Norzaitolcima](#)
Middle name: [Binti](#)
Last name: [Mohamad](#)

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Enter security details

As part of the registration process, we ask you to create your security details for logging into your My CIMA area. You will need to go to your My CIMA area to pay your fees and update your personal details.

Each time you access My CIMA, you will need to enter your Contact ID (we will supply this once you complete the registration process) and a password (which you create). Please note your password is case sensitive.

As an extra security measure, we ask you to set up a security question and answer. We will ask you this question if you ever forget your password, so it should be something you can remember, but not easily identifiable to others.

For example:

- Name of first school
- Mother's maiden name
- City of birth

Please make a careful note of the details you set up, but do not show them to anyone else, as this will compromise the security of your account with CIMA



Enter further details

On this screen, we ask you for some contact details. We may on occasion need to contact you by telephone during our office hours (9.00am to 5.00pm GMT), so please supply a number in the 'Daytime tel' field. You also need to specify your country of residence (the country you live in), which is compulsory, at this stage. It is important that you enter this correctly as it will be used to populate part of your address on the next screen. You are also required to indicate if you have completed any degree programmes on this page and if so, the year that you completed the most recent.

The rest of the fields on this page are not compulsory (i.e. you do not have to complete them). However, we would be grateful if you could help us to improve our service to our students by supplying as many details as possible. For example, while it is not essential for you to decide how you will study for CIMA before you register, it is helpful for us to have an indication of your likely method of study

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Enter address details

Please enter your full address carefully, as we will use this to send you correspondence by post. If you live in the UK, you should use our address finder rather than typing in your full address. Simply click on the icon next to the postcode field, enter your full postcode, and pick your address from the list you are offered.

Alternatively, for addresses outside the UK, simply enter your full address in the fields provided.



Enter communication preferences

Please read the options on this screen very carefully.

We would like to know how you would prefer us to communicate with you, and whether we can disclose your CIMA status. For example, we are occasionally approached by employers and recruitment consultants to verify the CIMA status of job candidates.

We also need to know whether or not you are happy to receive promotional literature by post (either about CIMA products, or details from our affiliates or other companies). These might include information about recruitment opportunities, course providers and related business services. Your details are never passed directly to the advertising organisations concerned, the mailings are carried out by CIMA or an appointed mailing house.

You can also decide if you would like to receive notices regarding relevant local events in your area, notices surrounding the release of exam results and whether or not you would like to receive CIMA's various free magazines, e-newsletters and press releases.

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Declarations

You need to read the two declarations very carefully.

The first one covers your previous conduct and requires you to confirm that:

- you have not been subject to a disciplinary sanction by any body (including Higher Educational Institutions) or tribunal;
- you have not been found guilty of an offence (other than an offence leading to a conviction which is now spent under the relevant jurisdiction);
- you are not subject to a disqualification order or undertaking, or a bankruptcy restriction order or undertaking.

If you are unable to confirm your status in relation to the above, we regret that **you will not be able to complete your registration online:**

Instead, we need you to send full details of all the sanctions, offences, orders or undertakings in question, in writing, to our Professional Standards Department. Once we have completed our enquiries and a decision has been reached, we will confirm the outcome to you in writing.

The second declaration requires you to confirm that you will comply with our Royal Charter, Byelaws and Regulations, our Ethical Guidelines, and our Online Terms & Conditions. If you are viewing this document electronically you can view the above by clicking on the relevant links below (These are also available as downloadable PDF documents for you to read).

[Royal Charter and byelaws](#)
[Code of Ethics](#)
[Online terms and conditions](#)

You must also confirm that you agree to apply for membership of the institute within four years of completing all of the exams and must not refer to yourself as a Chartered Management Accountant or use the designatory letters ACMA or FCMA before obtaining membership.

The final part of the declaration requires you to confirm that any educational documents you submit are authentic, represent a true account of your personal studies and have been personally attained by you. You are also required to give your permission if CIMA feel the need to confirm any educational documents you have submitted with the awarding institute.

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Enter Employment details

Please enter your employment details (if employed) along with your job category & job title. You are also required to indicate if we can contact your employer regarding our support services.

To input your employer details you can use our address finder rather than typing in the full company name and address. To search for your employer details enter the Company Name and Country fields. This will then bring up a list of employers. Once you have found your employers details please select and confirm. Once you have ticked the box indicating that the details are correct you can proceed.



Confirmation of fees/details

Now that you have entered all your details, they have been recorded in our system, and you need to pay our fees online. These are the registration fee, and your first annual subscription fee.

Please be aware that if you exit the process at this point your registration/part registration will not be complete and you will not be registered as a student.

It is important that you do not click back in your browser to return to a previous page at this stage, as this will prevent you from completing the process successfully.

If you live outside the UK and Ireland, and you choose to post your payment, please click on the "Post Payment Now" tab.

There are 3 screens within the online payment process:

1. First you are shown a screen giving details of the fees to be paid
2. Next you are asked to enter your credit/debit card details (including billing address).
3. Finally, we ask you to confirm that the card details you entered are correct (you can change them if not), before clicking on Submit to process your payment.

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Registration confirmation

This is the final step in the full online process to register as a CIMA student. If you chose to post your payment, please refer to the information about the Part Registration Statement below.

You need to click on the [Open registration confirmation](#) link on this screen. This opens up a new window containing your registration confirmation; you need to print this off (click on the link to [Print this page](#)) and send it to us together with copies of your educational certificates or professional qualifications and transcripts (please see below for details of what we require). You should also print a copy for your own records, as it displays all the contact details you have entered, and includes your **Contact ID**, which you will need to quote every time you contact us, and to log into My CIMA.

If possible, please print the registration confirmation straight away. If you do not have access to a printer at this time, you can retrieve the confirmation next time you log in. If you are unable to print, you should send us your certificates with a covering note which includes your Contact ID number, full name, date of birth, country of residence and postcode. Please see our FAQs for full details.

It is important that we receive your registration confirmation and copies of your educational certificates and transcripts by the published registration and exemptions deadlines of **31 January** for the May exam sitting, or **31 July** for the November exam sitting. If you fail to meet these deadlines, we can not guarantee that you will be able to enter for the relevant exam diets.

Please fax them to us on 0044 (0)870 787 9408. Alternatively, you can post them to Information Management, CIMA, 26 Chapter Street, London SW1P 4NP, United Kingdom.

Once you have printed this document, you can close down the browser containing your printable registration confirmation, and click on "Finish" to enter your My CIMA area.

We will also send you an email confirming the fees you have paid and the details you have entered. This email also gives you some information about the benefits you can now take advantage of as a CIMA student.

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Part Registration confirmation

This is the final step in the online part registration process. Please print the Part registration Statement and send this to us immediately along with full payment for your registration and subscription fees and copies of your educational certificates and transcripts. Payment and your educational certificates and transcripts must reach us by the registration and exemption deadlines of 31 January for the May exams or 31 July for the November exams in order that we can guarantee you will be able to enter for the relevant exam diet.

Education certificates and transcripts

Please submit the following as appropriate to your own circumstances. Your CIMA student status may be at risk if you do not submit copies of your educational certificates and transcripts immediately.

First degree, post graduate degree

Copies of all degree certificates, together with degree transcripts for each year of study showing the subjects studied and marks attained (please note this applies to all degrees even if you do not expect to be awarded any exemptions from CIMA exams).

Professional qualification

Copies of all professional qualification certificates including details of subjects studied (please note this applies to all professional qualifications even if you do not expect to be awarded any exemptions from CIMA exams).

Sub-degree qualifications (e.g. HND/IC and other Diploma/Certificate level qualifications)

Copies of all sub-degree certificates together with transcripts for each year of study showing the subjects studied and marks attained (please note this applies to all sub-degree qualifications even if you do not expect to be awarded any exemptions from the CIMA exams).

School qualifications

Copies of certificates for the highest level qualifications taken at school e.g. A-levels (please note that exemptions are not available for qualifications achieved at this level).

If you have gained further qualifications after leaving school e.g. degree/diploma/professional qualification, you do not need to submit certified copies of certificates relating to exams taken at school.

Copies

Please do not send us the originals of your certificates/transcripts. Instead, we require good quality photocopies. If you send us the original documents we are unable to guarantee that they will be returned to you.

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Translations

If your documents were not issued in English we require copies of the original language documents in addition to certified English translations. Translated documents must be certified as 'An accurate translation of the original' by someone who is not related to you but is fluent in both languages.

If you are unsure about which documents we require, you can see examples of copies of educational certificates and transcripts using the link below.

http://www.cimaglobal.com/cps/rde/xchg/FAF2203A/live/root.xsl/document_broker?filename=certificate_transcript_example.pdf

Exemptions awards

Please note that CIMA may take up to 20 days from receipt of certificates/transcripts to consider your qualifications and to award exemptions. It is important, therefore, that your documents reach us before 31 January at the very latest for the May exam sitting, and before 31 July for the November sitting. This will enable us to update your records and to determine your exemptions position in time for you to enter the exams. CIMA will not be held responsible for any delay in awarding you exemptions if you fail to meet these deadlines.

Please note that you should not book any CIMA courses or purchase study materials until you have written confirmation of your exemptions. If you do, please be aware that CIMA will not be liable for any expenses you incur.

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Exam Entry

Our online exam entry process is made up of **6 stages**:

- **Updated Personal Details** You will be asked to verify if the email address we have for you is up-to-date and how you are studying the CIMA qualification
- **Select Tuition Provider** Confirm the tuition provider you study with
- **Select Exam Centre** Choose an exam centre from our extensive database
- **Select Exam Papers** Choose the papers in your chosen centre
- **Accept Rules** Confirm that you accept CIMA exam entry rules
- **Payment Details** Enter your payment Details
- **Confirmation** Receive confirmation of your entry

Before booking exams it is recommended that you read the [Making Payment](#) section of this document as some important additional security has been introduced to our payment process.

Throughout exam entry a status bar will be shown at the top of the screen indicating your progress through the exam entry process.



First, log in to your My CIMA area and click on the [Enter an exam](#) link, available on your My CIMA home page. You will be asked to log in again – this added security measure keeps your details secure.

Update Personal Details

Once you have logged in again you will be asked to verify that your current email address is correct, also that you have selected a method of study. Additionally a tick box will be shown giving you the option to receive your exam results by email. If your details are already correct you may continue by clicking **Confirm**. If you need to make changes please click on the **Edit** button.

If you click on the **Edit** button the screen below will appear, once you have completed all of the compulsory fields, denoted with a asterisk, click on the **Save** button to update your changes.

The red asterisk * indicates a compulsory field.

*Contact ID 1-1R52AY

*Email

*Verify email

*Method of study Study on your Own

Daytime tel 02066492422

Please send my results by email as well as by post

Save Cancel

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Select a Tuition Provider

Once you have confirmed your personal details you will be taken to the screen below to select /enter your tuition provider.

The screenshot shows a progress bar at the top with seven steps: 'Update Personal Details' (checked), 'Select Tuition Provider' (active), 'Select Exam Centre', 'Select Exam Papers', 'Accept Rules', 'Payment Details', and 'Confirmation'. Below the progress bar, there is a text block explaining the purpose of this step and providing instructions. The main form area contains five input fields: 'College name', 'Address line 1', 'Address line 2', 'Address line 3', and 'City/Town'. At the bottom of the form are three buttons: 'Search', 'Skip Search', and 'Tuition provider not found'.

Clicking on the **Search** button will take you to the screen below whereby you can search and select your tuition provider from our current worldwide database.

The screenshot shows the same progress bar as the previous screen. Below it, there is a text block explaining how to use wildcards in the search fields. The main form area contains four input fields: 'College name', 'City/Town', 'Country/State/Province', and 'Postal Code'. There is also a 'Country' dropdown menu. At the bottom of the form are two buttons: 'Go' and 'Cancel'.

If you cannot find your tuition provider you can click on **the Tuition provider not found** button which will allow you to input your provider's details manually.

The screenshot shows the same progress bar. Below it, there is a text block explaining that the information entered will be added to the database. The main form area contains eight input fields: 'College Name', 'Address line 1', 'Address line 2', 'Address line 3', 'City/Town', 'Country/State/Province', 'Postal code', and 'Website Address'. There is also a 'Telephone number' field. At the bottom of the form are two buttons: 'Submit details' and 'Skip this step'.

If you have no tuition provider please click on **Skip Search** or **Skip this Step**. If you do in the future register with a tuition provider you can email CIMA Contact with the details on cima.contact@cimaglobal.com

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Select Exam Centre

Once you have updated/confirmed your personal details you will be presented with the first exam entry screen below.

Update Personal Details ✓ Select Tuition Provider ✓ **Select Exam Centre** ✗ Select Exam Papers ✗ Accept Rules ✗ Payment Details ✗ Confirmation ✗

Key for capacity indicator
Exam paper full
Places available

Use the Search button to find a convenient exam centre where all the papers you wish to sit are available. If you are applying to enter at a special centre additional fees will be incurred locally. For full details please see the Rules of exam entry. Once you have decided on a centre, click on its name. All exams must be sat at one centre.

Capacity Exam paper Exam centre Centre number Special centre

Search

To browse for an exam centre from our extensive list you must click on the **Search** button and you will be presented with numerous options to search for your centre. This includes searching by Paper, Centre Number, Exam Centre, City/Town and Country. The simplest method is by centre name which can be found by using the exam centre drop down. To execute a search please click on the **Go** button

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Update Personal Details ✓ Select Tuition Provider ✓ **Select Exam Centre** ✗ Select Exam Papers ✗ Accept Rules ✗ Payment Details ✗ Confirmation ✗

Key for capacity indicator
Exam paper full
Places available

You can use a wildcard (*) in the City/Town field - for example Lon* for names beginning with Lon, or *ond* for names containing ond. If you want to search on more than one location, you can use OR. For example, type Madrid OR York. Please note that this is case sensitive.

Exam paper Exam centre
Paper level City/Town
Centre number Country

Cancel Go

Once you have selected a centre to browse you will be presented with a screen which shows all the available papers that can be sat at that centre. Along the left hand side is column which shows capacity indicators which will be one of 2 colours Green or Red.



Indicates that this particular paper is fully booked.



Indicates there is availability for that paper.

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Before proceeding you must ensure that all the papers you wish to sit have a green indicator beside it. If not you will need to search the exam centres again and select another exam centre which has all the papers you wish to sit in green.

Update Personal Details ✓ Select Tuition Provider ✓ **Select Exam Centre** ✗ Select Exam Papers ✗ Accept Rules ✗ Payment Details ✗ Confirmation ✗

Key for capacity indicator
Exam paper full
Places available

Use the Search button to find a convenient exam centre where all the papers you wish to sit are available. If you are applying to enter at a special centre additional fees will be incurred locally. For full details please see the Rules of exam entry. Once you have decided on a centre, click on its name. All exams must be sat at one centre.

Capacity	Exam paper	Paper level	Exam centre	Centre number	Special centre
✓	P01 Management Accounting Performance Evaluation	Managerial	<u>Antwerp</u>	865	Y
✓	P02 Management Accounting Decision Management	Managerial	Antwerp	865	Y
✓	P04 Organisational Management and Info Systems	Managerial	Antwerp	865	Y
✓	P05 Integrated Management	Managerial	Antwerp	865	Y
✓	P07 Financial Accounting and Tax Principles	Managerial	Antwerp	865	Y

Hyperlinked Exam centre name

Once you are browsing a centre that has all of the papers available that you require and you are happy with your selection you must book a place in that centre. This is achieved by hovering your mouse over the exam centre name until it becomes underlined. Once the centre name is underlined it means it is now a hyperlink and can be clicked on to take you to the next screen.

Once you have clicked on the hyperlink for your Exam centre a similar screen will appear but now with a summary of the exam centres details including centre number and basic address details.

Update Personal Details ✓ Select Tuition Provider ✓ **Select Exam Centre** ✗ Select Exam Papers ✗ Accept Rules ✗ Payment Details ✗ Confirmation ✗

Please check in the list below that the papers you wish to sit are available at this centre. If they are available, click on 'Book a place'. If not, click 'Choose another centre' and search for another centre in your area. Remember all exams you wish to take must be sat at only one centre.

Exam centre			
Event Name	Antwerp	Street Address	Korte Altaarstraat 19
Centre number	865	City/Town	Antwerpen
Special centre	Yes	County/State	
Venue	Antwerp International Business School	Country	Belgium
		Postal code	B-2018

At the bottom of this screen are two buttons. If you are happy with your centre selection please press **Book a place**. If you are not happy with your centre **choose another centre**.



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Once you have clicked on **Book a place** you will be taken to the paper selection screen whereby you can see the exam centre you have chosen and the papers that can be selected for that centre. If you are not happy with your exam centre choice at this point you can click on **Remove from centre**.

The screenshot shows the 'Select Exam Papers' step in a multi-step process. The progress bar at the top indicates: Update Personal Details (checked), Select Tuition Provider (checked), Select Exam Centre (checked), **Select Exam Papers** (active), Accept Rules (X), Payment Details (X), and Confirmation (X). Below the progress bar, there is a section for 'My selected exam centre' with details for Antwerp (Centre number 865, Venue: Antwerp International Business School). To the right, the street address is Korte Altaarstraat 19, Antwerpen, Belgium (Postal code B-2018). Below this is a table of 'Exams I want to enter' and 'My confirmed exam entries'. The 'Exams I want to enter' table has columns for Exam paper, Paper level, Entry status, and Remove. The 'My confirmed exam entries' table has columns for Exam paper, Paper level, Start, End, Entry status, and Entry channel. A list of 'Exam papers' is shown below, with 'Add to basket' buttons and green capacity indicators for each paper.

Exam paper	Paper level	Entry status	Remove
P01 Management Accounting Performance Evaluation			
P02 Management Accounting Decision Management			
P04 Organisational Management and Info Systems			
P05 Integrated Management			
P07 Financial Accounting and Tax Principles			

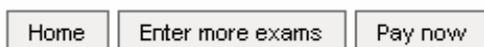
Exam paper	Paper level	Start	End	Entry status	Entry channel
		23/11/2010 - 09:10	23/11/2010 - 12:30		Managerial
		24/11/2010 - 09:10	24/11/2010 - 12:30		Managerial
		24/11/2010 - 13:40	24/11/2010 - 17:00		Managerial
		25/11/2010 - 09:10	25/11/2010 - 12:30		Managerial
		25/11/2010 - 13:40	25/11/2010 - 17:00		Managerial

Exam papers	Capacity	Exam paper
Add to basket	Green	P01 Management Accounting Performance Evaluation
Add to basket	Green	P02 Management Accounting Decision Management
Add to basket	Green	P04 Organisational Management and Info Systems
Add to basket	Green	P05 Integrated Management
Add to basket	Green	P07 Financial Accounting and Tax Principles

You can book your required papers by clicking on the button **Add to Basket** button opposite your choice of paper. A summary of your selected paper/s will then be shown. Additional papers maybe added by clicking on **Enter more exams** once you have selected your first paper.

Once you are happy with your paper selection please click the **Checkout** button to proceed

Once you have clicked on **Checkout** you will be given up to 4 options to press which are **Home**, **Enter more exams** or **Pay now**. Overseas student will be given an additional option of **Pay Later**



Click on **Pay now** to continue with your exam entry.

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Once you have clicked **Pay now** a summary of Exam entry rules will be presented which you must carefully read. To continue you must click on **I accept**

The screenshot shows the 'Accept Rules' step in the progress bar. The progress bar indicates: Update Personal Details (checked), Select Tuition Provider (checked), Select Exam Centre (checked), Select Exam Papers (checked), **Accept Rules** (active), Payment Details (X), and Confirmation (X).

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Once you have accepted the Exam entry rules you will be taken to the credit card payment screen where you can enter new card details for payment of your exams or use existing credit card details if you have stored them previously

Please enter your card details below, then click on 'Continue'.
The red asterisk * indicates a compulsory field. Please note: *Valid from month, *Valid from year and *Issue number are also compulsory if shown on your card.

New Credit Card

*Card number

*Card holder name

*Card type

*Expiry month

*Expiry year

Valid from month

Valid from year

Issue number

*Card address line 1

Card address line 2

*Card address line 3

*City/Town

County/State

*State/Province (US & Canada only)

*Country

*Postal code

Once you are happy with the details you have entered or are using please click on **Continue**

Once you have pressed **Continue** a summary of your entry will be shown including encrypted card details, your selected exam centre and papers. The amount to be paid is also shown along with any other outstanding balances on your account which must be settled for exam entry to be successfully completed. If you are happy with all the details presented click on **Submit**.

MasterCard, Visa and Maestro users you will be taken to a Verify by VISA or MasterCard secure code security page whereby you will be shown a summary of your financial transaction and personal details. To continue please click on the **“Click here to buy button”**. You will then be asked to input your Verify by VISA/MasterCard secure code password

If your payment is successful this will be confirmed on screen then click on the **NEXT** button to continue.

Confirmation

You have now completed the exam entry process! You will receive onscreen confirmation of this, and also an email giving full details of your entry. Please [print this page](#) for confirmation for your records, and keep a copy of the email. To return to the main CIMA website, click on “Return to My CIMA”, or close all of your open browser windows to end your session and secure your details

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Making a Payment

You can make a payment online at any time, whatever the balance on your account with CIMA. For example, you can pay off your outstanding balance in part or full, or you can make an advance payment for your forthcoming subscriptions. Please note that your payment will be allocated according to our priority rules, for example, if you have entered for exams, but have exemption fees outstanding, the latter will take priority.

You will need to use a credit or debit card – we accept Visa, MasterCard, Maestro (Switch) solo and American Express. You can choose to store details of your card(s) securely in our system, so that you do not need to type them in every time you make a payment. If you do so, you can check them by clicking on the [My credit and debit cards](#) link, available on the **My financial details** page in your My CIMA area. You can update or delete your card details at any time. Alternatively, you can enter your card details afresh each time you make a payment.

CIMA regards your security when paying online with the highest importance. From the 1st of August students and members making payment online will be required to submit an additional password obtained from Verified by Visa and MasterCard SecureCode.

If you are not already registered with these services we suggest that you go online as soon as possible to register. The technology is called 3-D Secure and it works like Chip and PIN, except you choose a password instead of a 4-digit number, which you will then be asked to enter every time you pay a bill online.

Registering is straightforward and takes less than a minute, and you only have to do it once - your password will work for all online retailers who use Verified by Visa and MasterCard SecureCode. For more information on registering for this service please use the link below

<http://www.visaeurope.com/personal/onlineshopping/verifiedbyvisa/howitworks.jsp>

At present Visa Verify by CIMA will be used for payments submitted by Visa, MasterCard and Maestro.

To make a payment:

- Click on [Settle my account](#) or on **My financial details** in your My CIMA area (you will be asked to log in again to preserve your security).
- Enter the amount you would like to pay, in pounds sterling (if you want to check your statement at this stage, click on the **Financial statement** button).
- Enter your card details, or select a card that you have already set up in our system. Once you have entered the details, click on the **Continue** button.

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- You will then see onscreen confirmation of your card details and payment amount. If you are happy with these, please click on the **Submit** button, and then wait for your payment confirmation.
- You will then be redirected to a “Verify by Visa” where you must review the payment details you have entered and if you happy click on the **Click here to Buy** button. At this point you will be asked to enter and submit your secret password created previously on the Verify by Visa Website.
- If the payment has been correctly processed you will receive a “Card successful” message on your screen.
- Click on **Next button** and you will receive payment confirmation onscreen, and by email to the address we have on record for you. Please print the confirmation for your records, and keep a copy of the email. To return to the main CIMA website, click on “Return to My CIMA”, or close all of your open browser windows to end your session and secure your details.

Alternatively, you can set up a direct debit mandate online for any bank account in the UK or Republic of Ireland:

- Go to your My CIMA area and click on the [My direct debit details](#) link (you will be asked to log in again to preserve your security).
- Click on the **Set up** button, then enter your account name and number, sort code, and the country where your bank account is held, and click on the **Save** button. To return to the main CIMA website, click on “Return to My CIMA”, or Close all of your open browser windows to end your session and secure your details

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