1. Navigate to [www.neha.org](http://www.neha.org) and Click “STORE”

2. Make sure you Allow Cookies

3. Click “Login”
4. Click “Create a User Account”

5. Enter “First Name,” “Last Name,” “Email” and “Postal Code” then click Continue
6. Complete the “Create Account” form with Organization Information, Basic Information, Phone Numbers, Address Information, Communication Preferences and Other Information then click “Next”

7. You are now logged in and may complete your order

8. Click “Online Store”

9. Click REHS/RS State Exam Fee
10. Click “Add to Cart”

11. Enter the required fields on the order form and Click “Continue”
12. Click “Checkout”

13. Select if you will pay with credit/debit card *(preferred)* or be invoiced then Click “Continue”
14. Visually confirm your order is correct and Click “Place Order”