



NBOME

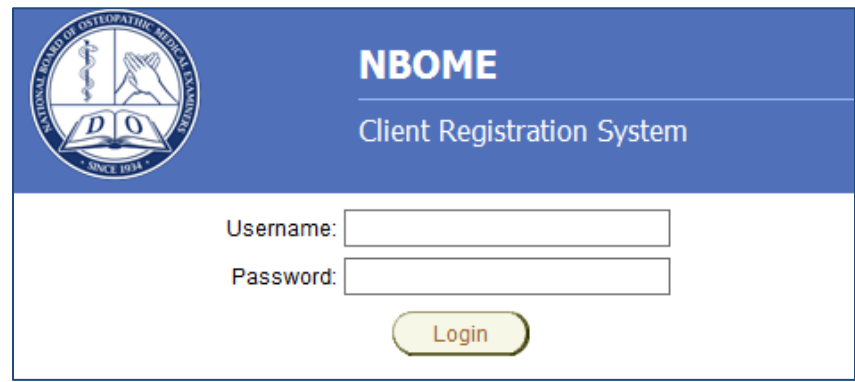
NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS

HOW TO PURCHASE COMSAE FOR YOUR STUDENTS



COMSAE – New Purchase

- Access your NBOME Client Registration System (CRS) school page via the NBOME website, www.nbome.org. The login is on the upper right hand corner of the NBOME website



- Click the “COMSAE” tab
- Choose the appropriate “Graduation Year” and “Exam Level” from the drop down menu to generate a roster of students
- From the roster, you can select which students you would like to take the COMSAE

NBOME
NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS

My Account | Annual School Reports | Student Status | Student Search | Student Scores | Purchase Exams | Discipline Profiles | Shopping Cart | Load Students | Faculty Review | Exam Info | **COMSAE** | COMAT

Purchase COMSAE [View Purchased COMSAE](#) [View COMSAE Scores](#) [Search](#) **Information**

* Graduation Year:

* Exam Level:

Please note, that when purchasing COMSAE you cannot purchase any COMLEX exams in the same transaction

[Select COMSAE](#) [Add to Shopping Cart](#)

no data found

For instructions to register a cohort of students to take the COMSAE, [click here](#).

For instructions to view and edit scheduled COMSAE and check scores, [click here](#).

- When the list is displayed, all students will be automatically checked to take the examination under “Select All.”
- You can deselect individual students by clicking their personal checkbox, or you may click the box directly under “Select All” to deselect the entire group.
- You will also notice the column “purchased before” which indicates which students have previously purchased the examination on their own.
- Once you have chosen the appropriate students, click “add to Shopping Cart.”

Purchase COMSAE [View Purchased COMSAE](#) [View COMSAE Scores](#) [Search](#) **Information**

* Graduation Year:

* Exam Level:

Please note, that when purchasing COMSAE you cannot purchase any COMLEX exams in the same transaction

[Select COMSAE](#) [Add to Shopping Cart](#)

NBOME_ID	First Name	Last Name ▲	COMSAE	Purchased Before	Select All	Price
410013	2Chris	2Thoman	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Y	<input checked="" type="checkbox"/>	60
410015	3Chris	3Thoman	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	-	<input checked="" type="checkbox"/>	60
410017	5Chris	5Thoman	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	-	<input checked="" type="checkbox"/>	60
538693	Patty	Camberos	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	-	<input checked="" type="checkbox"/>	60
538648	John	Doe	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	-	<input checked="" type="checkbox"/>	60
538660	Jordan	Doe	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	-	<input checked="" type="checkbox"/>	60

For instructions to register a cohort of students to take COMSAE, [click here](#).

For instructions to view and edit scheduled COMSAE scores, [click here](#).

- To continue with your purchase, click the “shopping Cart” tab where you will see the list of students for whom you are purchasing the COMSAE.
- After reviewing the list, you can make any necessary edits by checking the box next to a students name and clicking “Remove from Cart”.
- Next, you must choose a timing mode for the examination under “Timed/Untimed Exam Settings.”
 - “Timed” means that students will have a four (4)-hour time limit in which to complete the examination.
 - “Untimed” means they can take the examination at their own pace.
 - “Let Student Choose” allows the student to decide which exam they would like to take.
 - *Please Note* that you can only select one timing mode within a single purchase.
- Then choose the start and end date under “Date Range to take Exam.”
 - This indicates the timeframe in which the students are required to complete the examination.
 - The link to the examination will not be available to the student outside of the date range.
- Once the selections are final, click “Proceed to Payment”

Shopping Cart

Remove Select All	Name	Price	Description
<input type="checkbox"/>	Tester user - Dave Vester	\$80.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	2Chris 2Thoman	\$80.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input checked="" type="checkbox"/>	3Chris 3Thoman	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	4Chris ThomanCBT	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	5Chris 5Thoman	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	Marisa Orser	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	John Doe	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	Krissy Swanger	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	Jordan Doe	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	Josh Doe	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	Jennifer Doe	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	Patty Camberos	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
<input type="checkbox"/>	Daniel Tapia	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)

* Total \$780.00
 * If purchasing COMSAE, please be advised that this total does not reflect any discounts that may be applied to your final invoice.

- **Next, you will see a list of the examinations being purchased.**
- **Please be advised that the total costs displayed do not reflect any discounts that may be applicable to your order.**
 - *Purchase of an individual COMSAE by a student - \$60 (note that purchase of an individual COMSAE or several COMSAEs but not the entire class by a COM would also be priced at \$60)*
 - *Bulk purchase by a COM for an entire class of one phase of COMSAE - \$55*
 - *Bulk purchase by a COM for an entire class of two phases of COMSAE - \$50 (this could be two phase one or a phase one and a phase two COMSAE purchase)*
- **Confirm the timing mode by checking the box under "Timed/Untimed Exam settings." (*Please note that once you have made a timing mode selection, you will not be able to change it at a later date.)**
- **Confirm the billing information, add your name, phone number and email address, then click "Next."**



Organization Shopping Cart

Price	Product Description	Name
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Tester user - Dave Vester
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	2Chris 2Thoman
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	3Chris 3Thoman
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	4Chris ThomanCBT
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	5Chris 5Thoman
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Marisa Orser
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	John Doe
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Krissy Swanger
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Jordan Doe
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Josh Doe
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Jennifer Doe
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Patty Camberos
\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	Daniel Tapia

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* Total \$780.00

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Timed / Untimed Exam Settings

Timed

* Please select check box to confirm that you want the selected COMSAE exam type.

Date Range to take Exam

12/02/2016 - 12/30/2016

Billing Address Information

Previous Page **Next**

Note: Billing address is the address where your bills are mailed to

PO Number Your institute's PO if applicable

Name

* Address 1 8765 W Higgins Road

Address 2 Suite 200

* City Chicago

* State Illinois

* Zip 60631

Phone

Email

Payment Method

Invoice School Y

- Review your purchase information and click "Complete Purchase."

gout

Billing Address Information

Previous Page

Complete Purchase

PO Number
Name
Address 1 8765 W Higgins Road
Address 2 Suite 200
City Chicago
State Illinois
Zip 60631
Phone
Email

Payment Method

Invoice School Y

Timed / Untimed Exam Settings

Timed

Date Range to take Exam

12/02/2016 - 12/30/2016

Shopping Cart

Product Type	Price	Description
COMSAE	\$00.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
COMSAE	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
COMSAE	\$00.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
COMSAE	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
COMSAE	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
COMSAE	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)
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COMSAE	\$60.00	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)

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* Total \$780.00

* If purchasing COMSAE, please be advised that this total does not reflect any discounts that may be applied to your final invoice.

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- A receipt confirmation is available on the next screen, and may be printed for your records.
- **Again, the total costs does not reflect any discounts that may be applied to your final invoice.*

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Receipt Confirmation

PO Number
Purchase Date: 12/02/2016
Transaction Id 11219095
Organization National Board of Osteopathic Med Exam
Billto Address1 8765 W Higgins Road
Billto Address2 Suite 200
Billto City Chicago
Billto State IL
Billto Zip 60631

* Total Amount Charged \$780.00

Total Voucher Amount \$0.00

Pay via Check Y

* Please be advised that this total does not reflect any discounts that may be applied to your final invoice.

Timed / Untimed Exam Settings

Timed

Date Range to take Exam

12/02/2016 - 12/30/2016

Products Purchased

Print

Return to Home

Product Type	Description	Amount
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
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COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00
COMSAE	COMSAE Phase 1 Form A (for COMLEX-USA Level 1)	\$60.00

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- Upon completion of payment, an email will be sent automatically to all the students for whom the COMSAE was purchased for.
- The email will notify students that can access the link from their NBOME online account.
- It will explain the timing mode selection for the student and the date range that they would need to take the exam by.
 - ***Please note that if a student tries to access the link outside of the date range, he/she will get a message instructing them to contact their school.**

