Introduction to the NBOME Client Registration System
 Set up your online account in our Client Registration System (CRS)
  ➢ Use link provided in the “Introduction to the NBOME Client Registration System” email
  ➢ Create user name, password, secret question and answer

 Register for an examination
  ➢ Review examination eligibility
  ➢ Read NBOME Bulletin of Information to understand the Terms and Conditions and information pertinent to COMLEX-USA examination series
  ➢ Purchase examination
    ▪ Select examination to purchase
    ▪ Agree to Terms and Conditions
    ▪ Confirm billing and payment information

 Schedule an examination
  ➢ Select location and date for examination
  ➢ Receive confirmation email

 Locate COMLEX-USA test dates

 Access your online account for future services
Setting up your online account:

Use the link provided in the email to access NBOME’s Client Registration System (CRS).

Please verify that your name and date of birth are displayed correctly before continuing. If the information is not accurate, contact NBOME Client Services via email with the correct information clientservices@nbome.org.

When prompted, create a user name, password, secret question, and answer. Should you need to reset your password in the future, the secret question and answer will allow you to do so.

Click “Apply Changes” when finished.
You will now require to login to the online account with your newly created username and password.
Please confirm all personal data and complete any fields marked with an asterisk.

You are not permitted to change any protected information: your name, social security number, date of birth or NBOME identification number. Should any of that information be incorrect, please contact NBOME Client Services immediately to have it corrected.

**Note:** You are responsible for updating your contact information—including your phone number, mailing address, email address. Any changes to your name must be submitted in written to NBOME Client Services with supporting documentation. Mismatch name can affect your ability to sit for an examination and receive important information from the NBOME.

Click “Apply Changes” when finished.
Registering for an examination:

You must register for each COMLEX-USA examination through the NBOME CRS as you become eligible for each level.

To confirm that you are eligible to register, the Eligibility box should be checked under the “Exam Eligibility” heading. Your Dean’s office is the only one authorized to approve your eligibility. If the box is not checked, please contact your Dean’s office.

Please be advised that every candidate must read the NBOME Bulletin of Information (BOI) at the link located in the upper right hand corner. (This will take 15 minutes or more.) You will be required to agree to the terms and conditions before purchasing any examination, as you will see when you reach the “Shopping Cart” tab.
To continue with the registration process, click the “Register or Schedule Exams” tab.

The COMLEX USA Level 1 exam should appear under “Eligible Exams to Purchase”.

Check the box to “Purchase Exam” and click “Add to Cart.”

You will also notice “COMSAE Exams to Purchase” on this page. The Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) is a self-assessment tool for osteopathic medical students. Its format and structure closely resemble that of COMLEX. COMSAE Phases 1, 2, and 3 can be purchased for $55. For more information about COMSAE, please refer to our website, [www.nbome.org](http://www.nbome.org).
Now select the “Shopping Cart” tab, which will display your selected examination.
Click “View Terms,” to bring up NBOME’s Terms and Conditions. In order to proceed with the registration process, you must agree to these terms, including that you have read and understand the most current BOI.

Once complete, the "View Terms" button will change to read “Agreed.”
Click “Proceed to Payment” to continue.
Confirm your billing address.

Enter your payment information (Visa, Master Card or Discover Card) and click “Next” when finished.

**Note:** Please be sure that the credit/debit card you use has a daily purchase limit greater than the cost of the examination in order to avoid having your payment declined. If you are unsure of your daily purchase limit, please contact your credit card provider.

Once the payment has been submitted, you will be redirected to the transactions tab which will confirm the details of the purchase.
**Scheduling an examination:**

Computer-based examinations are administered at Prometric Test Centers across the US and Canada. Prometric is our partner in administering all COMLEX-USA computer-based examinations. When you have completed the registration process, you may select an examination date and location through Prometric’s website, which can be accessed from the “My Account” tab.

After your purchase has been completed, you will notice that a new examination appears under the “Exam Status” heading located on the right hand side of the page.

Click the “Schedule” link to be redirected to the Prometric website where you will be able to select a location and date for your examination.
**Note:** Once scheduled, you will receive a confirmation email from Prometric which will include the date, time, and test center information for your scheduled examination. Please allow at least 24 hours for the NBOME online system to update your status. Once updated, you will see the examination date and Prometric appointment ID displayed under “Exam Status.”

If you don't receive a confirmation email within 48 hours of scheduling your exam, please contact Client Services.
Accessing your online account:

Now that your account has been created, you will be able to access it for all future services by going to our website, [www.nbome.org](http://www.nbome.org), and selecting the login feature in the upper right hand corner.
Locating the COMLEX-USA test dates:

To see the full calendar of COMLEX-USA examination dates, go to our website www.nbome.org, and click “COMLEX-USA Exam Calendar” from the Quick Links section.