



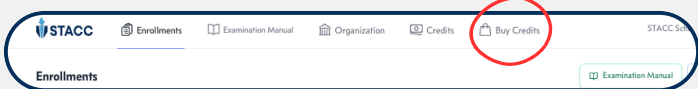
STACC Order Guide



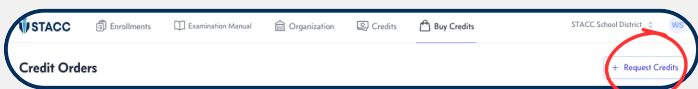
Updated Fall 2026

Step 1: Place a Credit Order and Generate Your Quote

- 1 Testing Administrators (TAs) and Admin log in on staccexams.com and click the **"Buy Credits"** tab



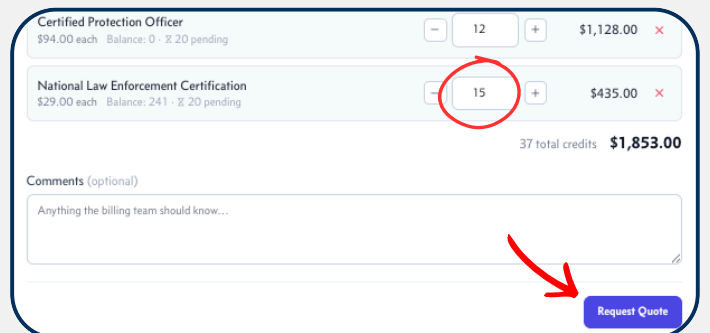
- 2 Click the blue and white **"Request Credits"** button in the top right corner of the page



- 3 Use the **"label"** box to name the order and then click each of your desired exam and pretest types to select them



- 4 Specify your desired quantities by typing a number in the boxes below. Leave a comment (optional) and then click the blue **"Request Quote"** button to submit the order



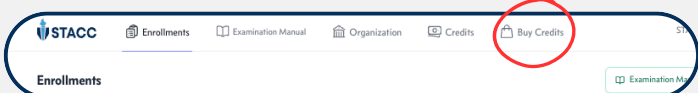
- 5 Your credit order has been created and a quote has now been generated for you. If your organization uses POs for their financial process, you can submit this quote to your finance department now.



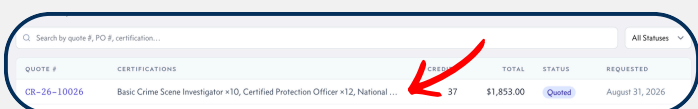
Step 2: Convert Your Quote to an Invoice

STACC accommodates numerous financial processes, including those with and without a purchase order (PO)

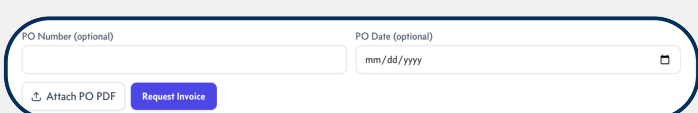
- 1 TAs and Admin log in on staccexams.com and click the **"Buy Credits"** tab. You will then see a list of your orders



- 2 Click the credit order whose quote you'd like to convert to an invoice - this will open the credit order's details page

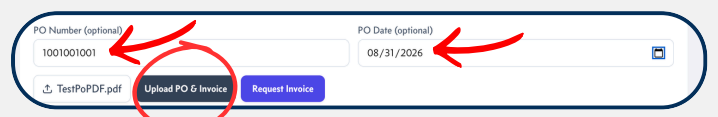


- 3 Click either the **"Attach PO PDF"** or **"Request Invoice"** buttons depending on whether you'll use a PO or not



Option A: With a Purchase Order

Click **"Attach PO PDF"** and select the PO PDF file from your file browser. Type the PO number and date in the white boxes and click the black **"Upload PO & Invoice"** button to generate your invoice



Option B: Without a Purchase Order

Click **"Request Invoice"** to generate an invoice without a purchase order. You will see a new **"Invoices"** section under **"Billing"** on your credit order's details page once the invoice has been generated

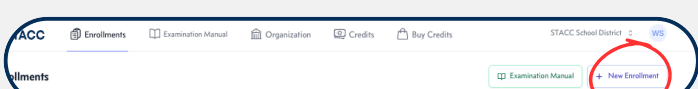


STACC requires either an approved purchase order or full payment prior to activating ("granting") your credit order. STACC accepts payment via check, ACH bank transfer, and credit card (with a 3% processing fee)

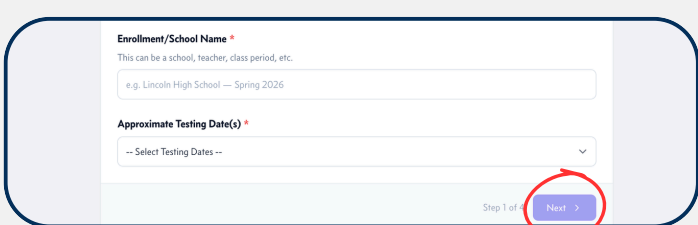
Step 3: Create an Enrollment

Enrollments are no longer used to place credit orders and generate invoices. Instead, they are simply used to generate testing URLs and organize your already-ordered credits by school, instructor, class period, etc.

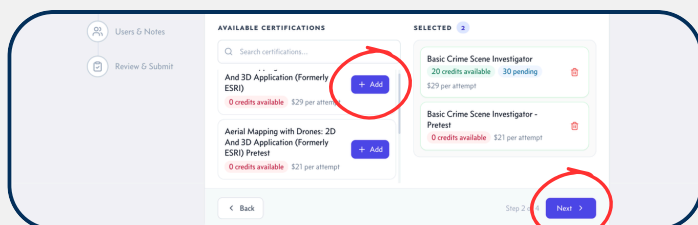
- 1 TAs and Admin log in on staccexams.com - click the blue and white **"New Enrollment"** button on your dashboard



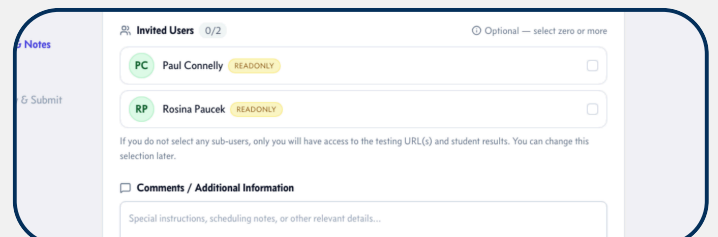
- 2 Name your enrollment and select an approximate testing date/window. Click **"Next"** to continue



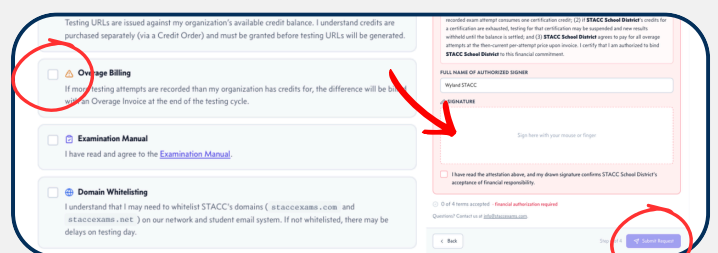
- 3 Scroll through the available certifications on the left side and click **"Add"** next to those you'd like included in this enrollment. Once complete, click **"Next"** to continue



- 4 On the **Users & Notes** page, select the name of any users you would like to give enrollment access to (optional), leave a comment (optional) and click **"Next"** to continue



- 5 Finally, review your provided information, selected certifications, assigned users, and comments. Review and agree to (check) each point in the **"Terms and Conditions"** section. In the **"Financial Authorization"** section, read the attestation, type your full name, sign with your mouse, and check the agreement box. Once complete, click the **"Submit Request"** button



You must have at least one active, unexpired credit for every pretest and exam in an enrollment for it to be activated

Step 4: Activation and Final Steps

Once your credit order has been **"granted"** and your testing enrollments have been moved to **"executed"** status, your testing materials are ready to be administered. At that time, you must ensure your **students have registered** for and confirmed their accounts on staccexams.net (the .net platform, NOT the .com platform) and you have granted **enrollment access** to any users who will proctor or administer the pretests/exams. You are then ready to test.

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