

# How to Register for DiplomaSender Account

After entering the [www.diplomasender.com](http://www.diplomasender.com) home page in your browser, select the **Register** button to access the registration window.

- Please answer the three questions as shown below and select **Continue**

### What type of records are you looking for?

HSE - High School Equivalency

High School Equivalency is commonly known as the GED, HiSET or TASC. This also includes anyone who qualified for a custom HSE program in their state.

CAP - Credit-bearing and Proprietary

Credit Bearing & Proprietary includes Undergraduate, Graduate, and Continuing Education programs from trade schools, colleges, vocational schools, and universities.

None of the above

### Did you take a High School Equivalency test?

Yes  No

### Where did you last test?

IA - Iowa

### Did you graduate from a local or 4 year high school?

Yes  No

### You are a Test Taker!

You will have a personalized view of your HSE records and the ability to order your documents.

Continue

- Please provide a valid email and phone number
- Select the **I accept the Conditions of Use and Privacy Policy** button
- Select **Continue**

### Account Information

Enter your information which you will use to log in to DiplomaSender.com.

#### Email

user@domain.com

#### Phone #

(###) ###-####

I accept the [Conditions of Use](#) and [Privacy Policy](#).

Continue

The *Who Are You?* page will open and will request submission of your Test Taker Information (using the exact name you used during testing); after completion, select **Continue**.

- Important: Enter your HiSET ID in the *HiSET ID section*. Your HiSET ID is an 8-character ID number containing letters and numbers. (i.e. ABC12345) Social Security number may also be allowed.

### Test Taker Information

Your information at the time of testing.

<b>First Name</b> <input type="text"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name</b> <input type="text"/>	<b>Suffix</b> <input type="text"/>
<b>Birth Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Prior Last Name</b> <input type="text"/>		
<b>Last Tested Year</b> <input type="text" value="Select a year..."/>	<b>Last Tested Location</b> <input type="text"/>	<b>HiSET ID</b> <input type="text"/>	

The maiden name.

The city or test center.

Ensure speedy and accurate registration by making sure the ID number is valid.  
[What is an ID Number?](#)

Continue

After careful review of your information for misspelling, transposed numbers, etc. Please select **Complete Registration**.

After you select **Complete Registration**, a prompt will request that you “Please check your email for a link to verify your account and set up your password before continuing with registration.”

After verification of your email and the creation of a Password you will be asked to Log in. A message will display that states “Registration Under Review and that you have completed your part.” It also states “Please allow a few business hours for DiplomaSender to review your request and respond.”

After DiplomaSender responds, we suggest that you preview your available documents before placing a document order. To do so, please select **Preview Available Documents** from under the **My Documents** drop-down menu on your DiplomaSender homepage.

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Chrome, Firefox, or Edge browsers are required; the pop-up blocker must be turned off on your computer in order for the DiplomaSender website to function properly during the transaction. A link is provided at the bottom of every page on the DiplomaSender.com website that will provide direct access to instructions on how to turn off the pop-up blocker for these three web browsers.

- **Please Note:** A valid email address, phone number, and your Social Security number are required to complete an online request. If you do not have an email address and/or phone number, but know your Social Security number, please call DiplomaSender.com at 1-855-313-5799, Monday to Friday, 10:30 a.m. to 7:00 p.m., (EST) Eastern Standard Time or start a live chat by selecting “Contact Us” on the bottom right corner on the DiplomaSender.com website, in order to place your diploma and/or transcript request(s).
- **Important:** When selecting multiple documents if all the documents are going to be using the same delivery method, then you can place a “single” order, but if you are ordering multiple documents and using multiple addresses, you will need to place a separate order for each delivery method.