

## How to View Exam Applications

**Step 1:** Log into your NHA administrative account at NHANOW.com

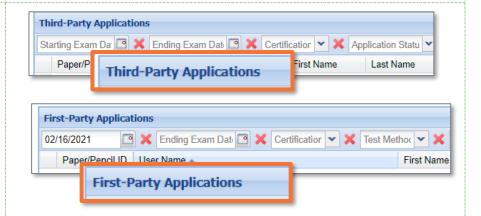
Login / Account ▼

<u>Step 2:</u> Under the <u>Candidates</u> section in the left-hand side navigation select <u>View Exam Applications</u>



**Step 3:** Here you'll be able to view any applications

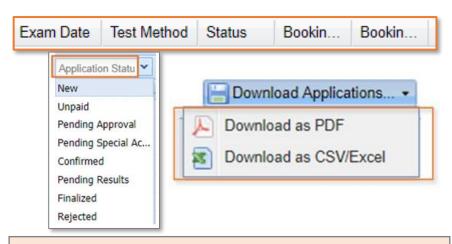
- Third-Party (off-site or remote)
- First-Party (on-site)



**Step 4:** There are several filters that include Booking status, Booking Date, Exam Date, and Exam Status

Selections can be downloaded through the **Download Applications button at the bottom** via Excel or PDF

- Status shows where the candidate's paperwork is in process
- Booking Date is the scheduled exam date
- Booking status identifies the scheduling status for the exam (ie: canceled, scheduled, absent)



- Confirmed means available for scheduling.
- Finalized are completed exams.
- Third-Party Exam Dates will only populate once the exam has occurred.