

1. Click on **Register English Exams**. The login screen will appear, under the New User section, click on “**REGISTER NOW!**” and complete the form. All fields identified by red titles are required fields. If you have already created a log in for the IMA website, please log in.
2. On **CMA Program Registration** page, if you are a new Professional Candidate please select the “**CMA Candidate Package – Professional**” option and press “**JOIN**” button. If you are an Academic, please select the according package, but you will not be able to use the promotion code.
3. On **Find a Professional Chapter** page, you will be asked to select a local chapter to affiliate with based on your address. Choose one and click “**NEXT**” .
4. On **CMA Exam Part 1/Part 2 Registration** pages, please choose the exam you intend to sit for.
5. On **Shopping Cart** page, review the order, and click on “**CHECKOUT**” .
6. On **Checkout** page, enter your address information, click “**NEXT**” .
7. Enter the promotional code **CMA26CN** in Add Coupon or Promo Code blank and click on “**APPLY**” in Item Summary section. The total fee will be waived accordingly. Click on “**NEXT**” .
8. Enter credit card details and click on “**COMPLETE ORDER**” .
9. After completing your order, you will see an Order Summary.