

Quick Guide: Order Assessments



Navigate to AAFCS Website (www.aafcs.org)

Click on blue "Pre-PAC" button to access the Pre-PAC Management System
Click on "2 - Order Assessments"



Need a Pricing Quote? AAFCS W-9? Sole Source Information?

Download and complete the [interactive quotation form](#) to generate a quote specifically for your test site.
Download [AAFCS W-9](#) and [Sole Source Letter](#)



Complete the Online Order Form

Provide Test Site Code

Identify Order Contact and Select Order Type (Single Site or Multi-Site)

Single Site Order Form



Identify the number of vouchers ordered for each of the Assessment Titles.

Calculate the TOTAL number of Assessment Vouchers ordered

Calculate the ORDER TOTAL (Number of Vouchers ordered x \$25 each)

Indicate Method of Payment (Credit Card, Purchase Order, ACH)

Multi-Site Payment - Order Form



Download the Multi-Site Payment - Order Form

Enter Billing Information (Name and Address)

Identify the total number of assessments ordered

Allocate assessments to each test site (identify test site name and code)

Email the completed form to pre-pac@aafcs.org.



Submit the Online Order Form

Click "YES" to Agree to Cancellation/Refund Policy

Allow 2-3 business days for order processing.



Receive "AAFCS Pre-PAC Invoice for Payment"

Invoice sent via email to Test Site Administrator, Test Site Coordinator, and Billing Contact

Invoice includes "Quick Pay" link for credit card or ACH payments and remittance address (PO or check)



Receive "Order Confirmation" Email with Assessment Vouchers

Email "AAFCS Pre-PAC Order Confirmation" sent to Test Site Administrator & Test Site Coordinator

"Voucher List" attached to email (please use to assign vouchers to test candidates)



pre-pac@aafcs.org



703-636-7641



www.aafcs.org/pre-pac