How to Use DiplomaSender ™

$15 for duplicate GED transcripts via the web: www.diplomasender.com
$21 for duplicate GED transcripts via the phone: (855) 313-5799

To order a duplicate transcripts after you have passed the entire GED Test, follow these instructions:

1. Log onto www.diplomasender.com. GED scores are available at DiplomaSender 2 to 3 business days after the test taker has passed the entire battery.

2. On the left side of the home page, click on the question that best describes you: ALREADY SIGNED UP WITH DIPLOMA SENDER? or IS THIS YOUR FIRST VISIT?

3. If this is your first visit, the next question is, Don't have an email account? If you don't, on the the next page you can open a free account with Gmail, Hotmail, or Yahoo. Remember your username & password!

4. If you already have an email account or just created a new one, go down to the next question What kind of a user will you register as? In the drop box, choose **I am a student who took all or part of the test.**

5. Scroll down to the Account Information box, and fill in the information required. **Remember your password and choose a security question and answer that you won't forget.** Here are some examples of frequently used security questions: What was my first job? What town was I born in? Name of my first pet?

6. Click on the button **Next: Create Account.**

7. Answer the questions on the next page. If you used your **Social Security Number** for an ID number, choose that in the drop down menu. If you do not have a Social Security Number, or did not know it at the time you took the test, choose **Program Specific ID,** which is your access code. Retype the same number (SSN or program specific ID) in the next box. Then continue answering the next questions.

8. When you type in your name, be sure to use the exact name you used when you took the test. If you have two last names, which one did you use? Did you use both last names? Did you hyphenate them or not?

9. Click on the button **Find Me.** If your record is found, you will see the button, **This is me.** If your record is not found, you will need to answer the questions that are displayed so the website can find your record.

10. You are now ready to order your duplicate GED Transcript. Click on the box next to your order selection. Then click on the Next button on the right side of the page.

11. Select the delivery method—mail, email or fax. If you select mail through US Post Office, remember to give Diploma Sender your **current, correct, complete address** (include apartment, unit number, etc.)

12. Your GED scores are included on your certificate. If you want a transcript sent to a 3rd party, be sure to give the complete address of where you want the transcript sent. Choose a payment method and follow directions.

For any questions, click on **Contact Us**, scroll to bottom of page and click on support@diplomasender.com