

Bulk Voucher Program: Voucher Code Usage Recommendations

01

Receive Email from Kryterion with Microsoft Excel Attachments

Once your invoice is “Paid in Full” you will receive an email from a member of our Kryterion Support Team with an Attachment, a Microsoft Excel Spreadsheet, containing a list of voucher codes by Exam.

Below is an example of the email:

Dear John,

Thank you, we have received payment on the invoice for XXXX exam vouchers.

Attached to this email, please find:

1. Redemption instructions for your test takers.
2. The spreadsheet(s) containing your voucher codes for:

XXXXXX-EXAMPLE-31012020

Description:	Partner Name
Exam:	PR0000XX – Exam Name
Voucher Creation Date:	31 January 2020
Quantity:	100
Creator:	Kryterion
Status:	Active
Voucher Expiration Date:	31 January 2022
Voucher Last Exam Date:	31 January 2022
Discount Percentage:	100%

Each voucher code may only be redeemed once. Kryterion recommends that you track your voucher utilization on the voucher spreadsheet to avoid issuing the same code to more than one candidate. Please alert your candidates that vouchers must be redeemed and exams completed PRIOR to the expiration date listed on your order form. Vouchers not redeemed by this date will be forfeit.

We appreciate your business and look forward to serving you.

Best regards,

Kryterion Bulk Voucher Team
Vouchers@KryterionOnline.com
602.659.4660

02

Save Spreadsheet to Your Computer

Save the spreadsheet(s) to your computer with the name of the Exam(s) the voucher codes will be used for.

Example: “Associate Exam Voucher Codes”

03

Assign Voucher Codes to Individuals

The Voucher Codes are exam specific and may only be used for the Exam(s) listed. Each Voucher Code may only be used **one time** so Kryterion recommends recording the name of the assigned candidate and date assigned next to each Voucher Code which will enable you to track the assigned Voucher Codes and avoid assigning a single code to more than one candidate which will result in an error during registration.

Voucher Code	Assigned To:	Date:
JBBM2B2BMYzd3ite	Gloria Smith	2/3/2020
Jzzg2z2zgtqUM6N5	Jim Davis	2/5/2020
JGGW2G2GWH5SG4Zh		

04

Instruct Candidates on How to Use Voucher Codes

Send your Candidates the “Candidate Voucher Usage Instructions” which includes screen shots and easy to follow steps, or read through the “Candidate Voucher Usage Instructions” document and instruct your Candidates how to proceed.