

Sample Authorization to Test Email

Dear Exam Candidate,

Congratulations! The Virginia Board of Accountancy (VBOA) has processed your application and deemed you eligible to sit for the Uniform CPA Examination. The VBOA has sent the Authorization to Test (ATT) to NASBA. NASBA will send the payment coupon to you within 24-48 hours of your receipt of this email. Remember that you will receive the Notice to Schedule (NTS) after you have paid the required fees for the examination sections for which you signed up. Some candidates are not receiving the payment coupon via email because their email preferences have been set so the email goes in the junk mail wastebasket. If you will set your preferences to include cbtpayment@nasba.org in your address book or buddy list, this should allow you to receive the payment coupon email.

Please note that your Virginia Jurisdiction ID Code is: *[Jurisdiction ID]*.

If you have any questions or concerns, please contact our office by return email or call our Examination Coordinator at (804) 367-1111. We look forward to helping you to make this process a pleasant experience.

Sincerely,

The Virginia Board of Accountancy
CPA Examination Services