

## 考试确认函获取流程

1. 进入普尔文(Prometric)网站，链接为：<https://www.prometric.com/en-us/clients/icma/Pages/landing.aspx>；点击页面左边第三项“CONFIRM”进入下一页面；

PROMETRIC

TEST TAKERS TEST OWNERS

CMA IMA's Certification for Accountants and Financial Professionals in Business CSCA Certified in Strategy and Competitive Analysis

### ICMA - INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTANTS

**ACTIONS**

- Locate
- Schedule
- Confirm**
- Reschedule/Cancel

PREPARE FOR TEST DAY

WHAT TO EXPECT

#### About IMA® and the CMA® Program

IMA® (Institute of Management Accountants), the association of accountants and financial professionals in business, focuses on advancing the management accounting profession. As one of the largest and most respected global associations of its kind, IMA is committed to empowering finance and accounting professionals to strengthen on-the-job skills, better manage companies, and advance their careers. Globally, IMA supports the profession through the Certified Management Accountant (CMA) program, the CSCA® (Certified Strategic and Competitive Analysis) program, and the Certified Financial Planner (CFP) program.

## 2. 进入 Appointment Confirmation 页面后，按以下要求操作：

- (1) 在“Confirmation/Tracking Number”一栏中输入 885 开头的 16 位考试确认码；（授权码号码请见您的“Authorization Letter”邮件）
- (2) 在“First 4 Characters of Last Name”一栏中输入姓氏拼音前 4 位；  
若姓氏拼音不满 4 位，输入姓氏拼音即可；
- (3) 点击“Next”进入下一页；



Appointment Confirmation

Please enter your Confirmation/Tracking Number.

Confirmation/Tracking Number:

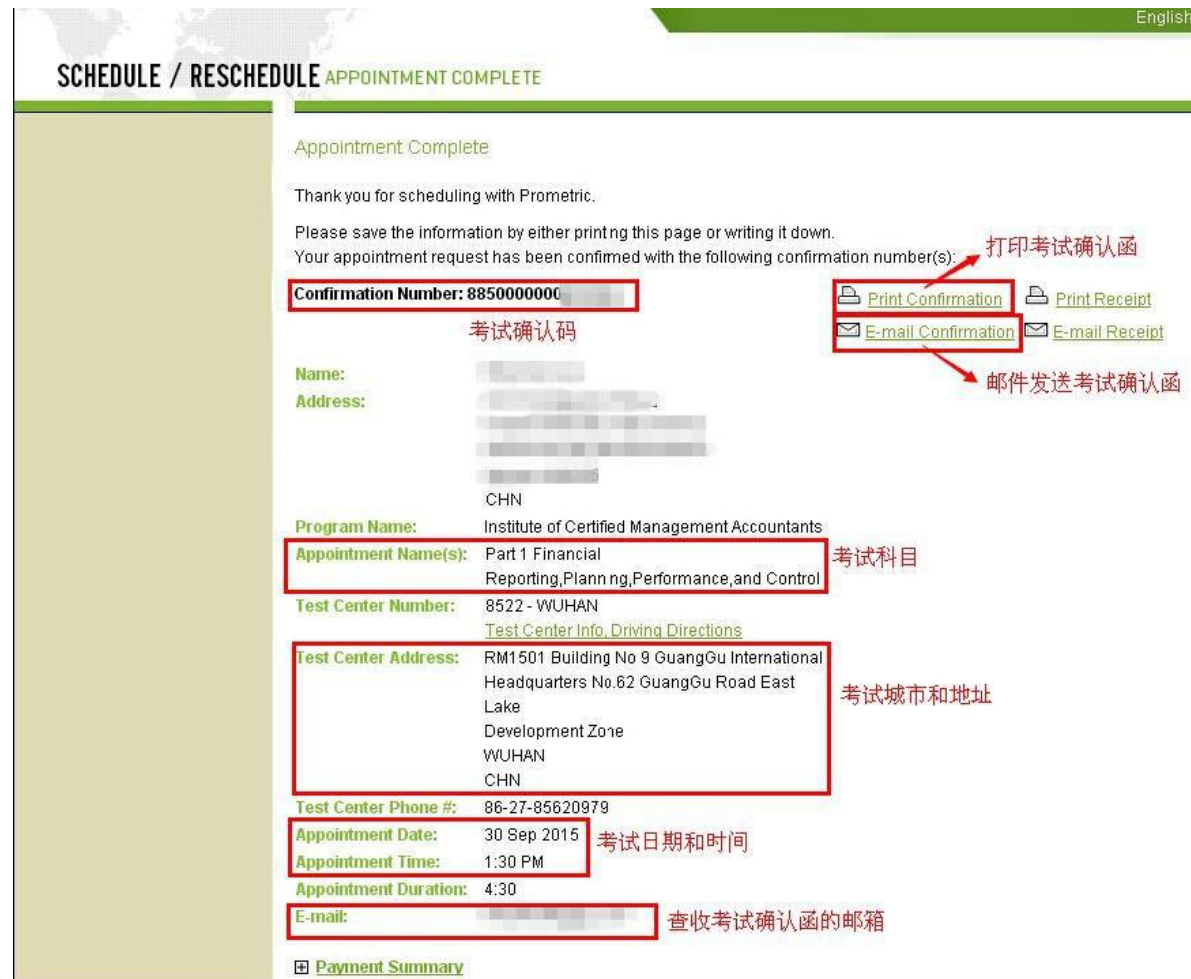
First 4 Characters of Last Name:

< Back **Next >** 点击Next

输入885开头的16位考试确认码

输入姓氏拼音前4位；  
若不满4位，输入姓氏拼音即可

3. 进入 Appointment Complete 页面后，可查看您的考试确认码、考试科目、考试城市和地址以及考试日期和时间；
- ① 点击右上角“Print Confirmation”后，可直接打印此页面，即考试确认函（Appointment Confirmation）；
  - ② 点击右上角“E-mail Confirmation”后，考试确认函（Appointment Confirmation）会发送至页面下方“E-mail”处的邮箱中；



The screenshot shows the 'Appointment Complete' page with the following details and annotations:


- Confirmation Number:** 885000000 (Annotated with a red box and the label '考试确认码')
- Name:** [Redacted]
- Address:** [Redacted]
- Program Name:** Institute of Certified Management Accountants
- Appointment Name(s):** Part 1 Financial Reporting, Planning, Performance, and Control (Annotated with a red box and the label '考试科目')
- Test Center Number:** 8522 - WUHAN
- Test Center Address:** RM1501 Building No 9 GuangGu International Headquarters No.62 GuangGu Road East Lake Development Zone WUHAN CHN (Annotated with a red box and the label '考试城市和地址')
- Test Center Phone #:** 86-27-85620979
- Appointment Date:** 30 Sep 2015 (Annotated with a red box and the label '考试日期和时间')
- Appointment Time:** 1:30 PM (Annotated with a red box and the label '考试日期和时间')
- Appointment Duration:** 4:30
- E-mail:** [Redacted] (Annotated with a red box and the label '查收考试确认函的邮箱')

Additional annotations include:

- Red arrows pointing to 'Print Confirmation' and 'E-mail Confirmation' buttons, with labels '打印考试确认函' and '邮件发送考试确认函' respectively.
- Red boxes around the 'Print Confirmation', 'Print Receipt', 'E-mail Confirmation', and 'E-mail Receipt' links.

4. 当页面上方显示“E-mail sent successfully”时，表示考试确认函已成功发送至您的邮箱中，请注意查收。

**SCHEDULE / RESCHEDULE** APPOINTMENT COMPLETE

 E-mail sent successfully. 出现此提示表示考试确认函已成功发送至您的邮箱中

Appointment Complete

Thank you for scheduling with Prometric.

Please save the information by either printing this page or writing it down.  
Your appointment request has been confirmed with the following confirmation number(s):

**Confirmation Number:** 8850000000

[Print Confirmation](#) [Print Receipt](#)  
[E-mail Confirmation](#) [E-mail Receipt](#)

**Name:** [Redacted]  
**Address:** [Redacted]

**Program Name:** CHN  
Institute of Certified Management Accountants

**Appointment Name(s):** Part 1 Financial  
Reporting, Planning, Performance, and Control

**Test Center Number:** 8522 - WUHAN  
[Test Center Info, Driving Directions](#)

**Test Center Address:** RM1501 Building No 9 GuangGu International  
Headquarters No.62 GuangGu Road East  
Lake  
Development Zone  
WUHAN  
CHN

**Test Center Phone #:** 86-27-85620979

**Appointment Date:** 30 Sep 2015  
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