Scheduling your Fingerprint Appointment

Step 1:
Log into your Idaho Pearson VUE account at: https://home.pearsonvue.com/id/realestate

Step 2:
Click on the first option.

Step 3:
Click

Step 4:
Click on the box for the test center that comes up. NOTE: You are not actually going to this location to have your fingerprints done at. This is where you are mailing the fingerprint hard card.
Step 5:
Click on the “next” button on the lower right.

Step 6:

1. Select a date at your preferred test center

Find another test center

DO NOT CLICK ON THIS.

Select a date from the calendar. Only dates with appointment availability can be selected.

Make sure to pick one of the dates shown in the calendar of when you plan to mail your fingerprint hard card by.
Step 7.
Leave as is and click on “Book this appointment”.

Step 8:
Click on “Proceed to Checkout”
Step 9:
Enter payment and billing

<table>
<thead>
<tr>
<th>Order Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal:</td>
<td>61.25</td>
</tr>
<tr>
<td>Estimated Tax:</td>
<td>0.00</td>
</tr>
<tr>
<td>ESTIMATED TOTAL DUE:</td>
<td>USD 61.25</td>
</tr>
</tbody>
</table>

Step 10:
After you have entered in your payment information, click on “next”:

This will take you to the next screen and you should receive an email confirmation of payment within a couple of minutes. If you do not see the email, check your junk, or spam folders.

Once you have the email, print it, and attach it to the fingerprint hard card. Mail to the Texas address.

Processing time can take 4-6 weeks.

Step 11:
Set up an account through the IREC Online Services by following these steps.

Step 12:
Click on “Register a User Name”
Step 13:
Fill out each field and make sure to follow the password parameters shown and click “Register.”

You will get an email from the system “licensing.....” with a link to confirm your email address. Once you have confirmed your email address, you will be able to log into your IREC account and check the status of your fingerprints.