

# HOW TO APPLY TO TAKE AN EXAM

## INSTRUCTIONS FOR SELF-SERVICE PORTAL

### Submit an Application FOR AN EXAM

You **MUST** submit an application for EXAMS ONLINE!

1. Visit our [SELF-SERVICE PORTAL](#)
2. Click on **Applicant Portal** CHOOSE "New User? Apply Now" to receive a temporary password allowing you to login and access the application.
3. The exam type will self-populate with the correct fee depending upon the number of modules you are applying to take.
4. You may pay by credit card or check. You'll pay after you've entered all the information on your online application as a final step.
5. Applications are not complete until valid payment is received. Please make checks out to "OBMI" or "Oregon Board of Medical Imaging". Please note that paying by check may delay your application.

**If you already have User access, then:**

Login to the **Applicant Portal** and choose the Exam you wish to apply for on the drop-down menu.

Please do not hesitate to contact us with any questions at:  
[OBMI.INFO@OBMI.OREGON.GOV](mailto:OBMI.INFO@OBMI.OREGON.GOV)