



Your class has been set up to use ATI's new online payment system. Use the following steps to make your payment for this semester.

1. Navigate to the ATI website at <http://www.atitesting.com>.
2. Enter your Username and Password in the Sign-in box on the left hand side of the screen. If you do not already have an ATI Username, click on Create new account below the password box.
3. **On the Edit Profile page, confirm the school you are attending is chosen under Institution. Your institution should be listed as Shepherd U.**
4. Click on the "Semester Payment" option on the left-hand side of your screen. Enter the Payment and Class Code shown below:
Payment Code: 0068885
Class Code: 1211
Amount Due: \$410.00
5. Payments must be made before midnight on December 16, 2009 (Central time zone) to avoid a late payment fee of \$35.00. If you have missed the payment deadline you can still make your payment by following the steps above.

Until the payment is made, the system will not allow you to take any tests.

This payment must be made via credit or debit card. ATI does not take your payment information over the phone.

Please don't hesitate to contact our Customer Service Department at 800.667.7531 if you need additional information.

Thanks,

Assessment Technologies Institute®, LLC