


PROGRAM: NATIONAL | PRODUCT: THE ACT | AUDIENCE: TESTING STAFF

Schools, districts, and qualified organizations who work with and identify examinees eligible for fee waivers use this document as an aid while ordering fee waivers for the ACT® test in the College and Career Readiness Information System (CCRIS) accessible on ACT Central at [central.act.org](http://central.act.org).

CCRIS provides organizations the benefits of account verification, organization management, and order entry. This ordering platform references and requires information related to material shipments, however fee waivers are no longer printed or shipped. Digital fee waivers are sent to the email address used to place the order in CCRIS.

ACT migrated existing CCRIS accounts to ACT Central using login emails from [success.act.org](http://success.act.org) accounts. Compare the email currently used to login to your account at both [success.act.org](http://success.act.org) and the CCRIS system. If they match, your CCRIS account will migrate seamlessly. If they do not match, you will need to create a new CCRIS account on ACT Central.

To create a new CCRIS account, go to [central.act.org](http://central.act.org) and select  in the new window that opens.

**Existing CCRIS users:** Register and create your account using the same email login that you used for CCRIS previously.





**New users:** Register and create your account.

Once you have migrated or created your account, a CCRIS tile will show on your ACT

Central dashboard which allows you to access the platform.

To order ACT fee waivers, follow the steps listed below.

*While completing the ordering process, if you do not see the option you are looking for (for example, shipping contact name, shipping address), select the Add button and complete the steps to add that option.*

1. Go to <http://www.act.org/the-act/supportmaterials> and select the  button.
  2. Login with your username and password and select the  icon.
  3. Select the radio button next to the organization for which you want to order materials on behalf of and then select the  button.
- You will also need to agree to the ACT Ordering Terms and Conditions to continue.*
4. On the Choose a Product to Order screen, select .
  5. Select the appropriate testing year and program from the drop-down lists.
  - 6.

1. On the Order Materials screen, select the appropriate school name. ie

