

How to add a new opportunity to take the final examination



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1- Go to fiba.net and click on [Login](#).



2- Enter your **USERNAME** and **PASSWORD** and click on **SIGN IN**



Forgot your password? [Click here to reset your password.](#)

MEMBER LOGIN

Use the fields below to log into your FIBA profile account. If don't have a profile yet or need to reset your password, use the links in the grey box below to continue.

Not sure if you have an account or having trouble signing in? Contact customersupport@fiba.net for assistance.

Use los campos de abajo para acceder a su perfil de FIBA. Si aún no tiene un perfil o necesita restaurar su contraseña use los enlaces azules de abajo.

Si no está seguro de tener un perfil de FIBA o tiene problemas para acceder a su cuenta en nuestra plataforma, escribanos a customersupport@fiba.net.

Sign in using your credentials

Username

Password



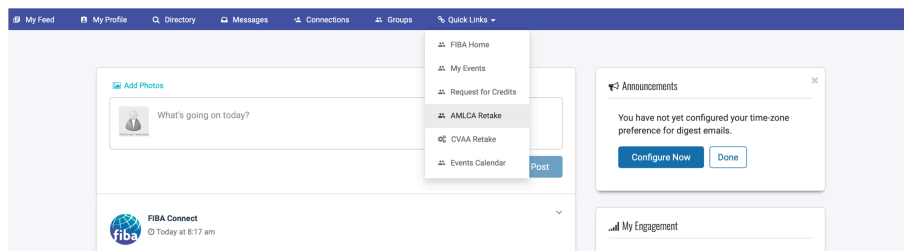
Remember Me

SIGN IN 

3- When you log into the FIBA Connect portal, click on **QUICK LINKS** at the top and select the correct option: **Anti-Money Laundering Certified Associate-AMLCA Retake** or the new certification **Certified Virtual Assets Associate CVAA Retake** option.



It is important to select the certification option for which you wish to retake the exam. The price for the AMLCA is \$275.00 USD, and for the CVAA, it is \$175.00 USD.



4- Fill out the required information and click **SUBMIT**



*Fill out the required information and click **SUBMIT** - Spaces with a **red asterisk*** are required.*

EXTENSIONS & RETAKES

First Name * Last Name *

Email Address *

Organization *

Address Line 1 *

Address Line 2

City * Location *

Country *

SUBMIT

5- You will go to the payment process. You must fill out the **RECIPIENT INFORMATION** form, this is the information in which the invoice will be named.



*If you don't know your zip code you can write 0000 - Spaces with a **red asterisk*** are required.*

RECIPIENT INFORMATION

First Name:* Middle Name: Last Name:* Suffix: Organization: Address:* City/Town:

SSL SECURED
THIS SITE SECURED
BY SSL ENCRYPTION

Address is valid, but changes are suggested to ensure accuracy.

6- Continue filling out the **PAYMENT INFORMATION** form, this will be what you can use to make the payment for your new exam attempt.



Verify the total payment amount (Must be \$275.00 US*). *Subject to confirmation or will depend on each participant. If you don't know your zip code you can enter 0000.

- Spaces with a **red asterisk*** are required.

Choose your payment method, you can select check, transfer or credit card.

We recommend that if you choose a card, you make sure that it has a security CVV number, which is usually found on the back of the card.

The image shows a screenshot of a 'PAYMENT INFORMATION' form. The form includes the following fields and sections:

- Total Amount:** \$199.00
- Promo Code:** [input field] [Apply button]
- Payment Type:** Radio buttons for Bill Me, Check/Money Order, ACH/E-Check, and Credit Card (selected). Credit Card options include American Express, Mastercard, and Visa.
- Card Type:*** [dropdown menu]
- Card Number:*** [input field]
- Card CVV Number:*** [input field] (What is this?)
- Exp. Date:*** [input field] / [input field] (mm/yyyy)
- Check here if the billing address is the same as the recipient's.
- Name on Card:*** [input field]
- Organization:** [input field]
- Address:*** [input field]
- City/Town:** [input field]
- Country:*** [dropdown menu]
- Location:** [input field]
- Postal Code:*** [input field]
- Phone:*** [input field]
- PO:** [input field] Only Alphanumeric Characters Allowed

Annotations on the form:

- A green arrow points to the 'Credit Card' option with the text: **Type of card**
- A green arrow points to the 'Card Number' field with the text: **Card number**
- A green arrow points to the 'Card CVV Number' field with the text: **3 digit CVC, usually on the back of the card**
- A green arrow points to the 'Postal Code' field with the text: **If you do not have a postal code fill this box with 0000**

On the right side of the form, there is a section for 'ONLINE SURVEYS' with a list of survey dates and titles:

- 6/4/2019 Correspondent Banking 06/04/19 Miami
- 6/5/2019 » 6/6/2019 CPAML 06/05/2019 México - SOLD OUT
- 6/11/2019 » 6/12/2019 AMLCA Mercado de Valores 06/11/2019 Panamá

Below the surveys is a question: **ONLINE SURVEYS**
Which topics interests you the most?

7- If you want the payment invoice to have the same information that you entered in the **RECIPIENT INFORMATION** form, click on the small box:

Check here if the billing address is the same as the recipient information

8- Finish to continue and submit your request for a new exam attempt.

Our team will contact you to continue with your process.

Remember that you will have a new exam attempt that will give you access only to the exam for 30 days on the learning platform. *You will not have access to the certification material**

*It will depend on each case.

Congratulations!

You requested a new exam attempt. We recommend you study the material. Remember that due to internal policies, you must wait 3 weeks after your first attempt to try again.

If you have any questions, write to us at fibatraining@fiba.net



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2025 UPDATE