



# How to Register

## 1. Go to [www.cem-inc.org.ph/nmat](http://www.cem-inc.org.ph/nmat)

### a. **Applicants with Existing Registration Accounts that have previously applied for or taken NMAT**

*Once you have a single verified account, you may simply log in to your account and click 'New Registration' in the NMAT Online Registration System (ORS) and follow the application steps as instructed.*

### b. **New Applicants**

*For those who do not have an account yet, click 'Register' in the NMAT website to create your account. Enter a valid email address. Tick the reCAPTCHA button then click 'Create New Account'. Check your email from NMAT ORS and verify your email address. After this, you will be asked to nominate a password. Click 'Create Password'. Then log in again. When you log in to your account, the system will ask you to provide your information. Enter your surname, given name, middle name and birthday. Click 'Submit'. Then click 'New Registration' and follow the application steps as instructed.*

If after logging into your existing account or after creating your new account you get a prompt message that, "The system has detected you already have an account," contact the NMAT Secretariat by filling out the form in <https://www.cem-inc.org.ph/nmat/contact-us-here> (for Topic – select Account Already Exists) and provide the following information and documents:

1. *Complete Name (Given Name, Middle Name and Surname)*
2. *Birthdate*
3. *Valid Photo ID*
4. *Email Address of the Registration Account you wish to activate*

## 2. After you have logged into your account, chosen your test day, and filled out your application form, checkout of the NMAT ORS by clicking Dragonpay and the submit button.

3. Choose your preferred payment channel. You will be on pending status while the system waits for payment.
4. Your application slot will be reserved while you are on payment pending status. Once your application is voided, you will lose the reservation on your slot and you must apply again. In case of failed payment transaction, call the NMAT Secretariat to reactivate your account.

- a. *For over-the-counter payment (bank or non-bank) Dragonpay will issue payment instructions to your email after you have selected your payment channel. Your application will be voided if you are not able to follow payment instructions and pay within the deadline given.*
- b. *For online banking, e-wallet, and credit card payments, you must complete payment immediately. Your application will be voided if you are not able to pay within the time given.*

**Pro tip:** For smooth registration, do **NOT** close or refresh the browser or go back to the previous page when you are already in the Dragonpay or payment processor's page, doing so will void your registration automatically and you will need to create a new registration. Do **NOT** use an old or expired Dragonpay link to pay for voided or failed application. To secure your application slot, make sure to finish the payment process and settle the test fees **BEFORE** the payment deadline.

5. Your NMAT Registration Form will be issued after payment is confirmed and updated in the NMAT ORS. Your Dragonpay Payment Confirmation will be issued first, followed by your NMAT Registration Form.
6. Resources for taking the Online NMAT will be available in your Registration Account after payment is updated in the NMAT registration system. Access the "View Status/Downloads" for the following: System Compatibility Check Link, Practice Test, Candidate Online Assessment Guide, Video Tutorials, Demo Test Link.
7. To know more about the NMAT Registration process and related guidelines, read the Bulletin of Information (BOI) found below the Online Options bar on the NMAT Website at [www.cem-inc.org.ph/nmat/](http://www.cem-inc.org.ph/nmat/). Bear in mind that you will be asked to certify that you have read and understand both the Bulletin of Information (BOI) and the Candidate Online Assessment Guide (COAG) on the day of the exam.