



# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

**IMPORTANT:** Only the examinations for which applications are currently being accepted online will be displayed in our online application system. Please visit our Examinations webpage at <http://web.mta.info/nyct/hr/appexam.htm> to view the complete list of examinations with open application periods this month.

## STEP 1: LIST OF ONLINE APPLICATION EXAMINATIONS

If the Notice of Examination (NOE) instructs applicants to apply online for the examination, external applicants (i.e., non-employees of the MTA) should apply online at [www.mymta.info/exams](http://www.mymta.info/exams) by the last day of the application period. Active MTA employees should apply online using the “BSC” employee portal at [www.mymta.info](http://www.mymta.info). Please note that the online application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.

## STEP 2: SIGN IN / NEW USER

Once you have navigated to the list of online application examinations depicted below, you can sign in to the online application system, if you have done so before, by clicking “Sign In” in the upper right-hand corner of the page. If you have not applied for an examination through our online application system before, please click “New User,” and then skip to STEP 4 below. **IMPORTANT:** If you are an active MTA Employee, you will have already signed in through the “BSC” employee portal, and you should skip to STEP 5 below.

**Exams** Sign In | New User

You can search and review exams from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to apply for exams. If you wish to apply for more than one exam, you must apply for each of them one at a time.

Current Online Exam Openings					
Agency	Exam Title	Exam Number	Filing Ends	Fee	Apply
MAB	Bus Operator -- MaBSTOA	1100	08/25/2020	\$68.00	Apply

Above you will find the list of exams open for online filing **only**. To view the complete list of exams open for filing in a given month, please visit our [Exams](#) webpage.

**This application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open on the same window.**

The exam titles listed above are currently open for application filing. You should read the Notice of Examination (NOE) for detailed information (job description, salary, requirements, etc.) about an exam by clicking on the exam title.

To apply online, employees must log on to the [BSC Employee Portal](#).

Please note that if you are unable to pay the fee after you apply, log back in the following business day and you should be able to complete your payment. If you encounter any other issues or are still having payment problems, please email us at [examsunit@nycct.com](mailto:examsunit@nycct.com).

## STEP 3: SIGN IN

After clicking “Sign In,” you will be prompted to enter your User Name and Password. Then, skip to STEP 5 below.

**Sign In**

You must sign in to continue.

\*User Name  [Forgot User Name](#)

\*Password  [Forgot Password](#)

Don't have a User Name or Password? [Register Now](#)

\* Required Information

[Return to Previous Page](#)



# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

## STEP 4: NEW USER

If you need to register as a new user, the following information needs to be provided. Note: Red arrows and asterisks (“\*”) indicate required fields.

**Account Information**

\*User Name   
\*Password   
\*Confirm Password   
\*First Name   
\*Last Name

**Contact Information**

\*Primary Email Type   
\*Email Address   
Primary Phone Type   
Phone  Extension   
Preferred Contact Method

Beneath the required Address Information, you must agree to the terms before clicking “Register,” as depicted below.

**Address Information**

\*Country  [Address Search](#)  
\*Address 1   
Address 2   
Address 3   
\*City  \*State   
\*Postal  County

**Terms and Agreements**

I agree to the Terms and Agreements

[Already Registered?](#) [Sign In Now](#)



# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

## STEP 5: APPLY

After clicking “Register” or signing in, you will be returned to the main online applications page, where you may begin the application process by clicking on “Apply Now” next to the examination for which you would like to apply. If you need additional information specific to the examination in which you are interested, click on the “Exam Title” to view the Notice of Examination (NOE). If there are multiple examinations with the same title but different exam numbers, it is very important that you read the NOEs to determine which examination is most appropriate for you. **IMPORTANT:** If you are an active MTA Employee, skip to STEP 7 below.

**Exams** Exams | My Activities | My Account Information

You can search and review exams from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to apply for more than one exam, you must apply for each of them one at a time.

Current Online Exam Openings					
Agency	Exam Title	Exam Number	Filing Ends	Fee	Apply
MAB	Bus Operator -- MaBSTOA	1100	08/25/2020	\$68.00	Apply

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**This application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open on the same window.**

The exam titles listed above are currently open for application filing. You should read the Notice of Examination (NOE) for detailed information (job description, salary, requirements, etc.) about an exam by clicking on the exam title.

To apply online, employees must log on to the [BSC Employee Portal](#).

Please note that if you are unable to pay the fee after you apply, log back in the following business day and you should be able to complete your payment. If you encounter any other issues or are still having payment problems, please email us at [examsunit@nvt.com](mailto:examsunit@nvt.com).

## STEP 6: MY ACCOUNT INFORMATION

If you are applying through our online application system for an examination for the first time, some more information needs to be provided to confirm your identity.

**My Account Information** Exams | My Activities | My Account Information

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

**Account Settings**

User Name nk1025 Preferred Contact Method Phone

Password [Change Password](#)

**Name**

\*First Name Nick Name Prefix

\*Last Name Tester Middle Name

Name Suffix

**Personal Information**

\*Social Security [●●●] [●●] -2345 \*Re-enter SSN [●●●] [●●] -2345

\*Date of Birth 10/01/1971 [BX]

Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the basis of Race and Color as well as National Origin, Sex or Religion. Providing this data is optional.

Gender [▼]

Ethnic Group [▼]

(Continued)



# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

## STEP 6: MY ACCOUNT INFORMATION (Continued)

As you are entering your Social Security Number, the following pop-up message will warn you to be careful when entering it. Once you are confident that you have entered your Social Security Number correctly, click "OK" to proceed.

**Message**

WARNING: (30000,107)

Please be mindful when entering your Social Security Number.

The person whose Social Security Number is entered will be the person applying for this exam. It cannot be edited once you successfully apply.



Also during this time, you may review and edit your contact information. When you are ready to proceed, click "Continue," as depicted below.

**Address**

\*Address 1

Apt/Fir

\*City  \*State

\*Zip

**Email Address**

*Email Address	Primary	*Email Type	Delete
<input type="text" value="nicktester@nomail.com"/>	<input checked="" type="checkbox"/>	<input type="text" value="Home"/>	<input type="button" value="Delete"/>

**Phone**

Phone Number	Extension	Primary	*Phone Type	Delete
<input type="text" value="347/643-7221"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="Home"/>	<input type="button" value="Delete"/>

\* Required Information

If there is already a record of your Social Security Number in our online application system, the following message will appear. After you confirm that you have correctly entered your Social Security Number, click "OK" to proceed.

**Message**

SSN Exists.

Our records indicate this SSN already exists in our system. Please confirm that [REDACTED] is your correct SSN.

If it is correct, please note that the profile information you just entered (name, address, phone, email, etc) will update your existing information with us.

This will not overwrite your previous applications with us.





# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

## STEP 7: STARTING YOUR APPLICATION

Please read and agree to the "Application Terms & Agreements" found on the page depicted below. Then, click "Next" to proceed to the next application page.

Start Exam Details Preferences Submit and Pay

Exit | Previous **Next**

### Start - Step 1 of 4

Applying for: **Bus Operator – MaBSTOA**

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

#### Agreements

##### Application Terms & Agreements

We welcome your interest in the MTA and its subsidiary and affiliated agencies ("MTA Agencies"). To review current job opportunities, you will be required to read this page and review the Metropolitan Transportation Authority and its Subsidiary and Affiliated Internet Privacy Policy ("Privacy Policy") at [Privacy Policy](#). By clicking below, you agree to the terms and conditions of the Privacy Policy and the statements made on this page. The MTA Agencies will be the sole user of the information you provide in this process.

Personal information you submit through this on-line job search tool will be collected by the MTA Agencies. You may decide what personal information you wish to disclose, but please know that should you choose not to submit certain information, that choice may limit our ability to consider you for certain positions and your eligibility for them.

The information you submit here may be used to assess your capabilities and qualifications for a job, to check your references, to conduct background checks, to create and submit certain reports required by law or regulation, and to contact you about career opportunities. If you are hired, this information may become part of your employment or other job-related file. Federal law requires us to retain applicant information. We will retain the information you submit to consider you for other jobs for which you may be qualified. If you do not wish for us to do so, click Exit.

MTA is an equal opportunity employer, which means we offer equal treatment to all applicants regardless of sex, race, sexual orientation, ethnicity, religion, disability, marital status, creed, national origin, color, age or any other protected classification in recruitment and other employment decisions. We may ask you to identify certain of these classifications, but your submission of that information is voluntary and is only used for reporting purposes. Should you require an accommodation in this on-line job search process, mail to [bscservice@mtabsc.org](mailto:bscservice@mtabsc.org).

This on-line job search tool does not constitute an offer or promise of employment with MTA or any of its affiliated or subsidiary companies. MTA Agencies may, without prior notice to applicants, modify, change or cancel any aspect of the positions or opportunities here. Any offer of employment that may result from submission of information here will be made in accordance with that offer and the information concerning the position applied for here is not binding in any way on the MTA Agencies.

I have read and agree to the above terms and agreements

Exit | Previous Next



# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

## STEP 8: EXAMINATION DETAILS

Now, click on the "Notice of Examination" link (indicated with a red arrow below) to review and save that document, if you have not saved a copy already. Notices of Examination contain key examination-specific details, including job requirements and test information. After you acknowledge reading the Notice of Examination, click "Next," as depicted below. **Note:** The green arrow below is pointing to a link that is typically reserved for the mail-in application form (and other required forms), if they are applicable to an examination. If none are applicable, then that link will contain a document that reiterates application instructions from the Notice of Examination.

Start Exam Details Preferences Submit and Pay

Exit Save for Later Previous Next

### Exam Details - Step 2 of 4

Applying for: **Bus Operator – MaBSTOA**

**Notice of Examination (NOE)**  
Please read the NOE before applying because it contains important information about the exam such as the test date, how to qualify, requirements to be appointed, how to submit an application, etc. You may view it by clicking on the link below:

[Notice Of Examination \(NOE\)](#)

I acknowledge that I have read the Notice of Examination.

**Applying for an Exam:**  
Please refer to the NOE on how to apply for each exam as instructions may differ. Generally, you may apply either online or by mail.

**Online applications** will require payment by credit/debit card if you are an external candidate or by payroll deduction if you are a current employee.

**Mail applications** will require payment by money order or by a granted fee waiver request. If you are requesting a fee waiver, you must apply by mail. You may view the application by clicking on the link below. Applications will not be accepted in person.

[Application for Examination](#)

**WARNING:**  
Please have your credit or debit card ready for the next steps. You will only have one opportunity to pay the examination fee after you submit your application.

Exit Save for Later Previous Next



# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

## STEP 9: SPECIAL CIRCUMSTANCES / PREFERENCES

Please read the Special Circumstances Guide, which is linked next to the red arrow depicted below. All requests and supporting documentation for testing accommodations due to special circumstances (e.g., disability, religious observance) **MUST** be emailed or mailed in accordance with the applicable instructions in the Special Circumstances Guide. Note: This section may also include an additional subsection explaining the requirements for additional credits, if additional credits are applicable to the examination for which you are applying.

The screenshot shows a progress bar at the top with four steps: Start, Exam Details, Preferences (highlighted with a yellow square), and Submit and Pay. Below the progress bar are navigation buttons: Exit, Save for Later, Previous, and Next (highlighted with a red box). The main content area is titled 'Preferences - Step 3 of 4' and shows 'Applying for: Bus Operator -- MaBSTOA'. It lists 'Examination Title: Bus Operator -- MaBSTOA' and 'Exam Number: 1100'. A paragraph explains that special circumstances like religious observance or veterans credit can be applied for, with a link to the 'Special Circumstances' guide. A red arrow points to this link. Below the link are two checkboxes: 'Religious Observance' and 'Special Accommodation'. At the bottom, there are navigation buttons: Exit, Save for Later, Previous, and Next.



Personnel Testing, Selection and Classification Unit's  
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**STEP 10: EDUCATION AND EXPERIENCE TEST (IF APPLICABLE TO THE EXAMINATION)**

If you are applying for an examination containing qualification requirements to compete in that examination, you will be prompted to complete an Education and Experience Test (EET) online. You **MUST** complete all sections on the EET page that are applicable to you and the examination. And, within each section, you **MUST** complete all required fields. Please note that some choices may require additional fields to be completed. **IMPORTANT:** To view the minimum qualification requirements to compete in an examination, please refer to the Notice of Examination (NOE).

Start Exam Details Preferences **EET** Submit and Pay

Exit Save for Later Previous Next

**EET - Step 4 of 5**  
 Applying for: **Structure Maintainer Group B**

**EDUCATION AND EXPERIENCE TEST**

According to the Notice of Examination for this exam, there are qualification requirements that must be met. Read through each section below and complete as required. It is recommended that you periodically click the 'Save for Later' button to save your information just in case you need to exit the application process or are disconnected from it. If you do leave this page and log back in, your information should appear as you left it. Once you have completed all of the required sections and their fields, you may click 'Next' to proceed.

If your education is from a foreign country, and you want it to be credited, complete Section A.1 below.

**Section A.1 - FOREIGN EDUCATION EVALUATION**

In order for foreign education to be rated, it must be evaluated by an evaluation service approved by MTA New York City Transit. Follow the instructions on the Foreign Education Fact Sheet, and refer to the Notice of Examination to see which kind of evaluation is required for this test. If you are claiming credit for foreign education, check only one of the following.

For this examination:

An evaluation will be submitted to the MTA Using an approved evaluation service.  
 Use an evaluation previously submitted to the MTA.

If you attended high school or vocational high school, or obtained a GED, complete Section A.2 below in its entirety, including all fields. If you attended multiple schools, list the one where you obtained your diploma.

**Section A.2 HIGH SCHOOL, VOCATIONAL HIGH SCHOOL, OR HIGH SCHOOL EQUIVALENCY**

Did you Graduate?  Yes Month/Year 06 / 2000  No  
 Foreign or USA?  USA  Foreign  
 School Type  High School  Vocational HS  
 School Name BROOKLYN HIGH SCHOOL  
 City Brooklyn State NY Country USA  
 Vocational HS Specialty  
 Do you have a GED?  Yes Month/Year /  No  
 Agency Issued

(Continued)



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**STEP 10: EDUCATION AND EXPERIENCE TEST (Continued)**

Please complete the sections below, if applicable:

 If you attended a trade school, complete Section A.3 below in its entirety, including all fields. If you want to list more than one school, click on the "[+]" button in the upper right hand corner of the box.

Section A.3 TRADE SCHOOL Find | View All First 1 of 1 Last

[+](#) [-](#)

Did you Graduate?  Yes  No    Month/Year  /

Foreign or USA?  USA  Foreign

Name of Trade School

City  State  Country

From: Month/Year  /  To: Month/Year  /

Specialty

No. of Hours Completed in Specialty

 If you attended an institution of higher education, complete Section A.4 below in its entirety, including all fields. If you want to list more than one school, click on the "[+]" button in the upper right hand corner of the box.

Section A.4 HIGHER EDUCATION Find | View All First 1 of 1 Last

[+](#) [-](#)

Name of College/University

Foreign or USA?  USA  Foreign

City  State  Country

Major

Credits in Major  Total Credits

Did you Graduate?  Yes  No    From: Month/Year  /  To: Month/Year  /

Date Degree Received  Type of Degree:  Associate  Baccalaureate

Exact Title of Degree   Masters  Other

(Continued)



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**STEP 10: EDUCATION AND EXPERIENCE TEST (Continued)**

Please enter any relevant armed forces experience. If you do not have any, you may click "No," and then click "OK" in the pop-up message to move to the next section:

Describe relevant armed forces experience including active and reserve duties or tasks in detail. Include the percentage of time spent on each task totaling 100 percent. You must list at least two separate duties or tasks. If you want to list more than one position held, click on the '+' button in the upper right hand corner of the box. For each separate position held, you must add '+' a new row.

**SECTION B - MILITARY EXPERIENCE** Find | View All    First 1 of 1 Last

Do you have any qualifying military experience?     Yes     No + -

Dates of Active Enlistment    From: Month/Year      To: Month/Year      Total Years/Months: 4 / 1

M.O.S (Military Occupational Speciality Title)

Military Service     No. of Days per Month

Branch of Military     Last/Current Duty Station

Describe each of your duties separately with percentages.

Duty 1	<input type="text" value="INSTALLING ELECTRICAL WIRES AND CABLES"/>	%Time 1	<input type="text" value="50"/>
Duty 2	<input type="text" value="TROUBLESHOOTING ELECTRICAL CIRCUITS AND WIRING"/>	%Time 2	<input type="text" value="25"/>
Duty 3	<input type="text" value="REPAIRING ELECTRICAL EQUIPMENT SUCH AS PUMPS, MOTORS, AND GENERATORS"/>	%Time 3	<input type="text" value="25"/>
Duty 4	<input type="text"/>	%Time 4	<input type="text"/>
Duty 5	<input type="text"/>	%Time 5	<input type="text"/>
Duty 6	<input type="text"/>	%Time 6	<input type="text"/>
Duty 7	<input type="text"/>	%Time 7	<input type="text"/>
Duty 8	<input type="text"/>	%Time 8	<input type="text"/>
Duty 9	<input type="text"/>	%Time 9	<input type="text"/>
Duty 10	<input type="text"/>	%Time 10	<input type="text"/>

Total Percentage 100.0

(Continued)



Personnel Testing, Selection and Classification Unit's  
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**STEP 10: EDUCATION AND EXPERIENCE TEST (Continued)**

Please enter your work experience in the next box and follow the instructions provided. Please note that you must complete this section or you will not be allowed to proceed:

 For each position held, describe each of your work duties or tasks in detail. Include the percentage of time spent on each task totaling 100 percent. You must list at least two separate duties or tasks. If you want to list more than one position held, click on the '+' button in the upper right hand corner of the box. For each separate position held, you must add '+' a new row.

**SECTION B EMPLOYMENT/WORK EXPERIENCE (PAID OR VOLUNTEER)** Find | View All First 1 of 1 Last

Do you have any qualifying work experience?  Yes  No Work Type:  Paid  Volunteer

From: Month/Year 09 2009 To: Month/Year 10 2016 Total Years/Months: 7 / 2

Job Title: Electrician

No Hrs Worked per Week: 40.00

Starting Salary\$ 25.000 Per Hour Last Salary\$ 40.000 Per Hour

Name of Employer: City Electricians

Address of Employer: 123 Main Street, Astoria, NY 11102

Nature of Business: Electrical Repairs

Describe each of your duties separately with percentages.

Duty 1	INSTALLING ELECTRICAL WIRES AND CABLES	%Time 1	25
Duty 2	TROUBLESHOOTING ELECTRICAL CIRCUITS AND WIRING	%Time 2	35
Duty 3	REPAIRING ELECTRICAL EQUIPMENT SUCH AS PUMPS, MOTORS, AND GENERATORS	%Time 3	40
Duty 4		%Time 4	
Duty 5		%Time 5	
Duty 6		%Time 6	
Duty 7		%Time 7	
Duty 8		%Time 8	
Duty 9		%Time 9	
Duty 10		%Time 10	

Total Percentage 100.0

(Continued)



Personnel Testing, Selection and Classification Unit's  
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**STEP 10: EDUCATION AND EXPERIENCE TEST (Continued)**

Please enter your license or certificate information, if applicable. Then, click "Next" to proceed:

 Refer to the Notice of Examination to see if a license or certificate is required. If it is, and you possess this license or certificate, complete Section C below accordingly.

**SECTION C - LICENSES AND CERTIFICATES**

**DRIVER LICENSE:**

Class:       Type:

Check all endorsements currently on your license:       Hazardous Waste     Air Brake     Passenger

State:       Driver License Nbr:

Date Issued:       Expiration Date:

**OTHER CERTIFICATES/LICENSES/PERMITS:**

Title:

Issued By:

ID Number:

Date Issued:       Expiration Date:

Exit    Save for Later    |    < Previous    **Next >**



# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

## STEP 11: SUBMITTING YOUR APPLICATION

Please read the Payment Instructions depicted below, and then confirm you are submitting your application by clicking the check box (see red arrow below). Then, click "Submit Application" to move on to the next step. **IMPORTANT:** If you are or were an active MTA employee, you may only be given the option to pay the exam fee through a payroll deduction. If you are no longer an actively-paid MTA employee, but the online application system is indicating that the application fee will be deducted from a future paycheck, please email an explanation of your situation, including your application's "Confirmation Number" if possible (see STEP 10 below), to [examsunit@nyct.com](mailto:examsunit@nyct.com) during the application period, so we can arrange for you to apply by mail, if necessary.

Start Exam Details Preferences **Submit and Pay**

Exit Save for Later Previous **Submit Application**

### Submit and Pay - Step 4 of 4

Applying for: **Bus Operator -- MaBSTOA**

### Payment Instructions

1. Before submitting your application, please have your credit card or debit card ready. Once ready, please click 'Submit' and your confirmation number will appear. Please keep the confirmation number for your records.
2. Please click 'Pay Examination Fee' to pay. The Chase Bank website will open. You must pay at this time and will not be allowed to do so later.
3. When the Chase website opens, you will have 10 minutes to pay. Enter the cardholder information and click 'Submit' only once. If you receive an idle or timed out message and it requests you to submit your information a second time, please do not enter your information a second time. Clicking the 'Submit' button will result in a duplicate payment.
4. Exit the Chase site by clicking the 'X' button in the upper right hand corner of the browser window.

If you have an issue with your online payment, please email 'ExamsUnit@nyct.com' and allow us 3-5 business days for a response.

You are about to submit an application for:

Exam Application				
Exam Title	Exam Number	Filing Starts	Filing Ends	Fee
Bus Operator -- MaBSTOA	1100	07/14/2020	08/25/2020	\$68.00

Credit Card or Debit Card

**YOU MUST PAY THE EXAMINATION FEE ONCE YOU HAVE SUBMITTED YOUR APPLICATION.**

Please confirm by checking the box below and clicking 'Submit'. A Confirmation Number will appear below if your application was submitted successfully. If you do not see a confirmation number, please call (347) 643-7221.

  I confirm that I am submitting an application for this examination. By checking this box, I also affirm that all statements I have provided in connection with the application for this examination and all other information I have provided or will provide on the examination itself are true and subject to the penalties of perjury.

Exit Save for Later Previous **Submit Application**



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**STEP 12: APPLICATION SUBMISSION CONFIRMATION**

Once you have successfully submitted your application, a "Confirmation Number" will appear, as depicted below. You **must** print or notate this number for your records, since it confirms your online application submission. Then, click "Pay Examination Fee" to proceed with your credit or debit card payment. **IMPORTANT:** If you are requesting an examination fee waiver, you **must** follow the instructions in the Notice of Examination, and you should disregard the remaining steps in this guide.

**Payment Instructions**

1. Before submitting your application, please have your credit card or debit card ready. Once ready, please click 'Submit' and your confirmation number will appear. Please keep the confirmation number for your records.
2. Please click 'Pay Examination Fee' to pay. The Chase Bank website will open. You must pay at this time and will not be allowed to do so later.
3. When the Chase website opens, you will have 10 minutes to pay. Enter the cardholder information and click 'Submit' only once. If you receive an idle or timed out message and it requests you to submit your information a second time, please do not enter your information a second time. Clicking the 'Submit' button will result in a duplicate payment.
4. Exit the Chase site by clicking the 'X' button in the upper right hand corner of the browser window.

If you have an issue with your online payment, please email 'ExamsUnit@nyc.com' and allow us 3-5 business days for a response.

You are about to submit an application for:

Exam Application				
Exam Title	Exam Number	Filing Starts	Filing Ends	Fee
Bus Operator -- MaBSTOA	1100	07/14/2020	08/25/2020	\$68.00

Select online payment method

Credit Card or Debit Card

**YOU MUST PAY THE EXAMINATION FEE ONCE YOU HAVE SUBMITTED YOUR APPLICATION.**

Please confirm by checking the box below and clicking 'Submit'. A Confirmation Number will appear below if your application was submitted successfully. If you do not see a confirmation number, please call (347) 643-7221.

I confirm that I am submitting an application for this examination. By checking this box, I also affirm that all statements I have provided in connection with the application for this examination and all other information I have provided or will provide on the examination itself are true and subject to the penalties of perjury.

**You have successfully submitted an Application to take this Examination**

Confirmation Number: 5475753 

Print this page and keep for your personal records.

To complete your Application you have to pay the fee.

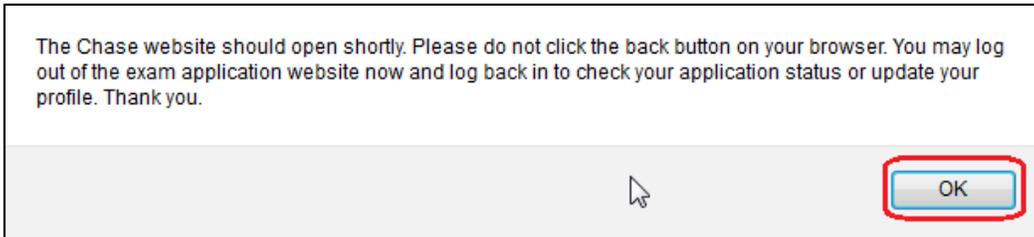




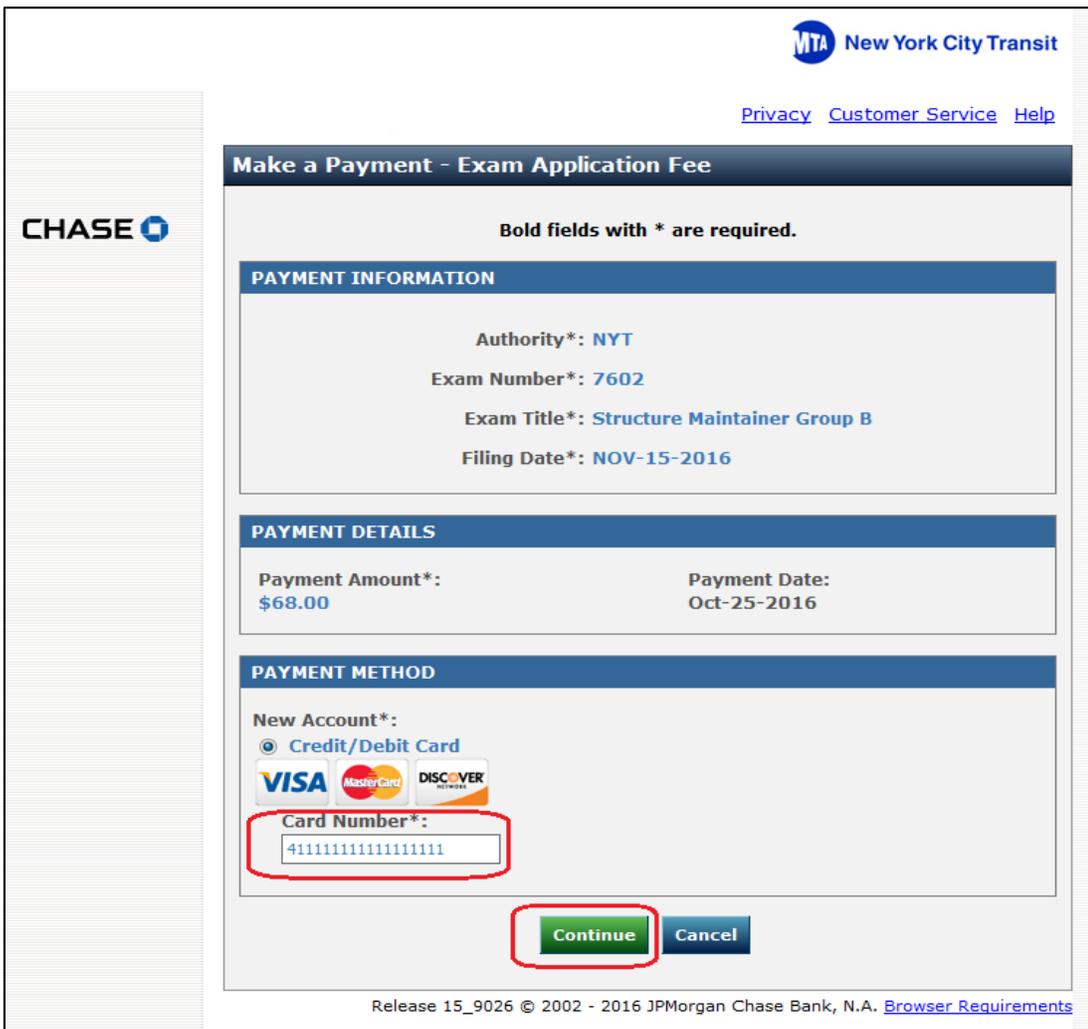
# Personnel Testing, Selection and Classification Unit's ONLINE APPLICATION GUIDE

## STEP 13: CHASE WEBSITE / PAY EXAMINATION FEE

After you click "Pay Examination Fee," an important pop-up message will inform you that a new window will open. After reading this message, click "OK" to proceed.



Then, follow the prompts to enter your payment information on the Chase website. When you have completed entering your payment information, please click "Continue," as depicted below.



(Continued)



Personnel Testing, Selection and Classification Unit's  
**ONLINE APPLICATION GUIDE**

**STEP 13: CHASE WEBSITE / PAY EXAMINATION FEE (Continued)**

You will also have to enter some additional cardholder and contact information, as depicted below. Once you have finished, please click "Continue" to proceed.

**CARD ACCOUNT INFORMATION**

Cardholder Name\*: Nick Tester

Expiration Date\*: 06 / 2025

Card Billing Information\*:

Country\*: United States

Address 1\*: 180 Livingston Street

Address 2:

City\*: Brooklyn

State\*: New York

Zip Code\*: 11201 -

**CONTACT INFORMATION**

First Name\*: Nick

Last Name\*: Tester

Company Name:

Country\*: United States

Phone Number\*: 347 - 643 - 7221

E-mail Address\*: nicktester@nomail.com

Use Billing Information as Contact Information  
 Use New Contact Information

Address 1\*: 180 Livingston Street

Address 2:

City\*: Brooklyn

State\*: New York

Zip Code\*: 11201 -

**Continue** **Cancel**

(Continued)



Personnel Testing, Selection and Classification Unit's  
**ONLINE APPLICATION GUIDE**

**STEP 13: CHASE WEBSITE / PAY EXAMINATION FEE (Continued)**

Now, verify your payment information, check the box to receive an email confirmation for your payment, enter your credit/debit card's 3-digit code, and then click "Confirm" to complete the online application fee payment process. **IMPORTANT:** Save the confirmation email, since it confirms that you have paid the exam application fee.

**Verify Payment - Exam Application Fee**

**Bold fields with \* are required.**

Please verify your payment, then choose **Confirm**.

---

**Your Payment Detail**

Payment Amount: **\$68.00**  
Scheduled Payment Date: **Oct-25-2016**  
Amount Due: **\$68.00**  
Authority: **NYT**  
Exam Number: **7602**  
Exam Title: **Structure Maintainer Group B**  
Filing Date: **NOV-15-2016**

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**Your Account Detail**

Cardholder Name \*: **Nick Tester**  
Credit Card or Debit Card Number: **XXXXXXXXXXXX1111**  
Credit Card or Debit Card Type: **Visa Credit**

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**Your Credit/Debit Card Billing Information**

Billing Street Address 1 \*: **180 Livingston Street**  
Billing Street Address 2 :  
Billing City \*: **Brooklyn**  
Billing State \*: **NY**  
Billing Zip Code \*: **11201**  
Billing Country \*: **United States**

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E-mail Address\*:

Send me an email confirmation:

3 digit code on the signature strip of your credit/debit card\*:

**Confirm** **Cancel**

**CONGRATULATIONS!**

YOU SHOULD NOW HAVE SUBMITTED YOUR APPLICATION AND PAYMENT (UNLESS REQUESTING A FEW WAIVER) FOR THIS EXAMINATION! IF YOU ENCOUNTER(ED) ANY ISSUES, OR IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO EMAIL US AT [EXAMSUNIT@NYCT.COM](mailto:EXAMSUNIT@NYCT.COM).