



How to Order a Paper Copy of your GED® Diploma and Transcript

1. Login to your account at **GED.com**
2. Select **My Scores** on the top right side of the dashboard.
3. Select **Order Duplicates**. This will take you to a website that begins with <https://exchange.parchment.com...etc>.
4. Select **Send to Yourself, Another Individual**, or Third Party if you want paper copies posted to yourself.
5. On the Product Type page, select **Paper Diploma**
6. Complete your name and address details
7. Select the mailing method you prefer: UPS or Fed Ex (United States Postal Service may take anything from 3 weeks to 3 months. If you need it in a hurry, select Fed Ex and pay more for prompt delivery. The two items are posted separately.)
8. At the bottom of the page, select **Add Another Item**
9. Select **Transcript**
10. Again select **Send to Yourself**
11. Select **Paper Transcript**
12. Add your address details for delivery of this item
13. (Optional – purpose for paper transcript, select **Personal**)
14. Click **Continue** at the bottom of the page
15. Check the details on your Shopping Cart. You should have one paper diploma and one paper transcript. Check that the address details are correct for each item.
16. Select Checkout once everything is correct
17. Provide consent
18. Click **Checkout**, check that the billing address recorded matches the address of the credit card statement of the card that you intend to use to do the payment. If it doesn't match, select, **Change Billing Address** and edit the details, then click **Next**
19. On the **Review Order Page**, check again that everything is correct. Click Confirm and proceed to Authorize.NET's Secure Checkout site to process your Credit Card payment. Have your cellphone on hand if you need to confirm the credit card payment.