

Create a TEAC Candidate account:

- Go to <https://teac.lenguax.com/booking/>
- Register the ID document you will bring to the test
- Save your password to your device
- Check your email Inbox to find the confirmation email “Lenguax Account created”.

Book a Test:

- Log into your account at <https://teac.lenguax.com/booking/>
- Click *Book a Test*
- Step 1: Select **UK CAA or EASA**
- Step 2: Select *UK*
- Step 3: Select *Norwich*
- Step 4: Select the test version most suitable to your role/experience
- Step 5: Select the date and session (the Centre will confirm the exact time later)
- Step 6: If the regular service is not suitable, select the service you want to pay for:
 - for an Express Service +£25
 - for an Express Plus Service +£50
 - for a Paper Certificate +£50
- Step 7: Check the first box (“*I hereby agree that the information...*”). Decide yourself whether to check the box below (“*I agree that Lenguax may...*”)

Finally: Go to your email account Inbox and find the “ACTION REQUIRED” email from the booking system. To confirm that you want to proceed with the booking, click the link after “*To confirm that your account and your TEAC booking request is genuine please click this link*”.

This will confirm the booking with your TEAC Centre. The Centre will then Accept the booking [you will receive an automated email to confirm that], and will later email you details about the test time, the venue, the payment, and how to prepare for the test.