

## STEP-BY-STEP REGISTRATION AT SERVSAFE.COM

- Go to ServSafe.com and click "Instructors/Proctors"
  - Click "Register/Renew as an Instructor or Proctor"
  - Create an account or log in if you already have one
  - Select "Registered Proctor" as your role
- If you also want to teach the course, select "Certified Instructor and Registered Proctor" (dual role).*
- Enter your ServSafe Manager Certification number when prompted

*This is on your certificate. ServSafe will verify it is current and valid.*

- Read and accept the Proctor Agreement
- You are agreeing to follow the ServSafe Exam Administration Handbook procedures at every session.*
- Pay the registration fee
- Check ServSafe.com for current pricing — fees can change.*
- Save your confirmation and note your Proctor Registration Number

*You will need this number every time you schedule an exam session.*

- After registering, download and read the ServSafe Exam Administration Handbook immediately. You are required to keep a copy and follow it at every session.

## MY REGISTRATION DETAILS

**Proctor Registration Number:**

---

**Registration Date:**

---

**Annual Renewal Due:**

---

**ServSafe.com Login Email:**

---