

Instructions for scheduling an examination online at www.psiexams.com

1. Go to www.psiexams.com
 - a. If you are a new user, select "Create an account".
 - b. If you have already registered and created an account sign in under "Returning Users" and type in your email address and password.

New Users

You can:

- >> **Create an account**
- >> **Register for an examination**
- >> **Schedule an examination**

Returning Users

Sign in

Email Address:

Password:

Start in:

[\[Forgot Password? \]](#)

[\[Update email address \]](#)

If you do not have an account, please click the below link.

[\[Create an Account \]](#)

2. **VERY IMPORTANT STEP.** Make sure that your email address and the spelling of your first and last name match **EXACTLY** what you put on your Application for Firearms Permit.
3. Be sure to check the box "Check here to attempt to locate existing records for you in the system".

Fields indicated with an asterisk (*) are mandatory.

Step 1

Your Details

Email Address:*

First Name:* Last Name:*

If you have previously contacted a PSI Customer Support representative and paid for an e you believe that your licensing or certification agency has provided PSI with eligibility info Please check the box below:

Check here to attempt to locate existing records for you in the system.

Step 2

Enter a password for your account and select your security question and answer.

Create a password:* (The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Space are not allowed.)

Retype your password:* Retype to confirm your password.

Choose a Security Question: :*

Security Answer:*

4. Select the organization, state, and account (as seen below). Enter your BSIS Security Guard number and select *Submit*.

Select Organization

Select Jurisdiction

Select Account

Enter your DCA_BSIS_Security_Guard_Number

5. The system will find your imported record. You are now ready to schedule.

Registered records

| Test Name | Portion Name(s) | Sponsor | Eligibility Expires | Tasks Due |
|--------------------------|--------------------------|--|---------------------|-------------------------------------|
| BSIS Firearms Assessment | BSIS Firearms Assessment | CA BUREAU OF SECURITY AND INVESTIGATIVE SERVICES | 10/18/2018 | Schedule for a test |

6. Enter your zip code or the city where you live. You will get a list of the testing sites closest to you. Click on your desired location.

Test Center Selection

Country: Zip or City:

Choose one or more test centers, then click the 'Continue' button to view available dates for scheduling:

| | Distance | Test Center Name | Address |
|--------------------------|------------|-----------------------------|--|
| <input type="checkbox"/> | 1.8 miles | BURBANK (NAOMI ST) | 2835 N Naomi St,Suite 110,Burbank,California,91504 |
| <input type="checkbox"/> | 22.8 miles | EL MONTE - SANTA FE SPRINGS | 10330 Pioneer Boulevard,Suite 285,Santa Fe Springs,California,90670 |
| <input type="checkbox"/> | 23.7 miles | LAWNDALE | The Baytower Corporate Center Suite 330,15901 Hawthorne Blvd,Lawndale,California,90260 |

7. You will now see the availability. Click on the date and time of your choice and select *Schedule*.

Please choose the date and month (or date range) to check the available sessions.

From: To:

| Test Center | Available Date | Start Time |
|--|----------------|------------|
| <input type="radio"/> BURBANK (NAOMI ST), California | 09/11/2018 | 8:30 AM |
| <input type="radio"/> BURBANK (NAOMI ST), California | 09/11/2018 | 1:30 PM |
| <input type="radio"/> BURBANK (NAOMI ST), California | 09/11/2018 | 6:00 PM |
| <input type="radio"/> BURBANK (NAOMI ST), California | 09/12/2018 | 8:30 AM |
| <input type="radio"/> BURBANK (NAOMI ST), California | 09/12/2018 | 1:30 PM |
| <input type="radio"/> BURBANK (NAOMI ST), California | 09/12/2018 | 6:00 PM |

8. A confirmation will appear that you can print out. You will also receive an email confirmation.

Your Schedule Details

| | |
|----------------------|--|
| Exam: | CA Alarm Company Operator Licensing Examination |
| Sponsor: | CA BUREAU OF SECURITY AND INVESTIGATIVE SERVICES |
| Confirmation Number: | L14782583 |
| Test Center: | BURBANK (NAOMI ST) |
| Address: | BURBANK (NAOMI ST) 2835 N Naomi St, Suite 110, Burbank, California, USA |
| Test Schedule Date: | 09/11/2018 |
| Test Schedule Time: | 8:30 AM |