

# Parchment.com

The simple online way to **Request, Send, and Store Transcripts.**

## Request & Send Transcripts

### Step 1: Log in or Register



1. Navigate to [www.parchment.com](http://www.parchment.com)
2. Click **Sign In** to log in, or click **Sign Up Now** to register

### Step 2: Which School has your transcript?



1. Search to find the school that holds your transcript
2. Choose where you are ordering from

### Step 3: Provide Consent



1. Complete the waiver form
2. Complete the Transcript Authorization form by eSigning the form

### Step 4: Add Destinations



1. Select Destinations such as colleges, Graduate Schools, employers or yourself
2. Review Destinations

### Step 5: Payment



1. Provide debit/credit card payment if there are any fees

### Step 6: Track Order



1. The status of your request will be emailed and updated in your Parchment.com Account

## More than 3 Million students use Parchment to send Transcripts