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GED® Transcripts for Third Parties

> ⓘ **IMPORTANT:** If you're a test-taker and need help ordering your GED® transcript, go to the Order Transcript help topic.
>
> When we deliver GED® transcripts to your Parchment Receive account, we email you to tell you that you have transcripts waiting.

To access GED transcripts:

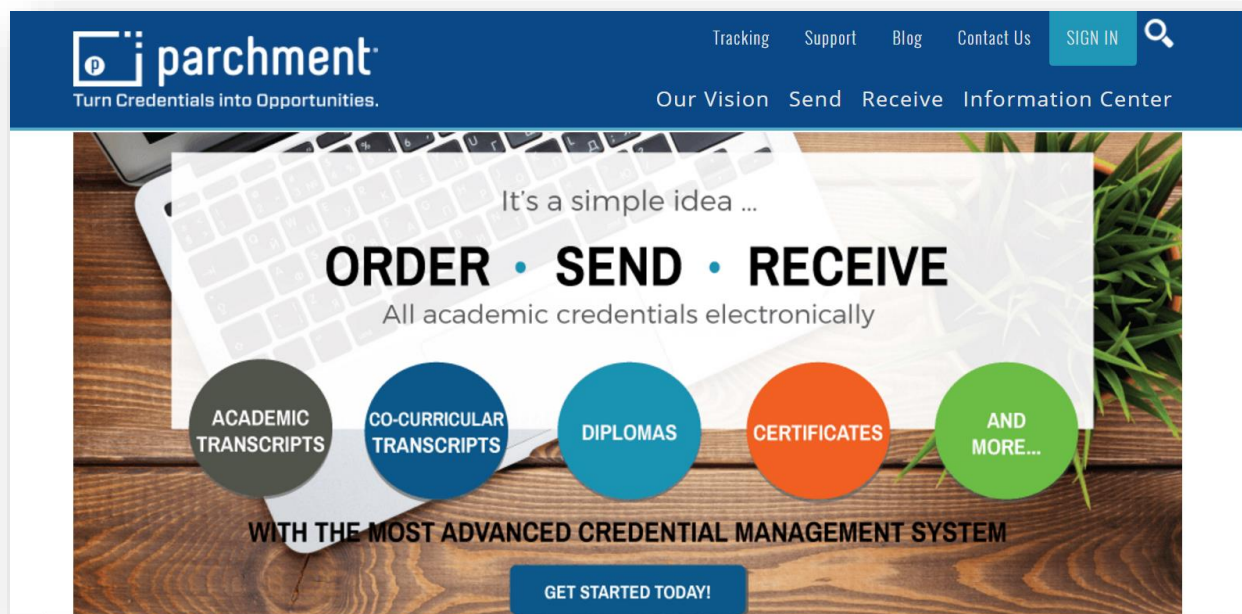1. Log in to exchange.parchment.com (See Figure 1).

Figure 1: The Parchment Log in Screen

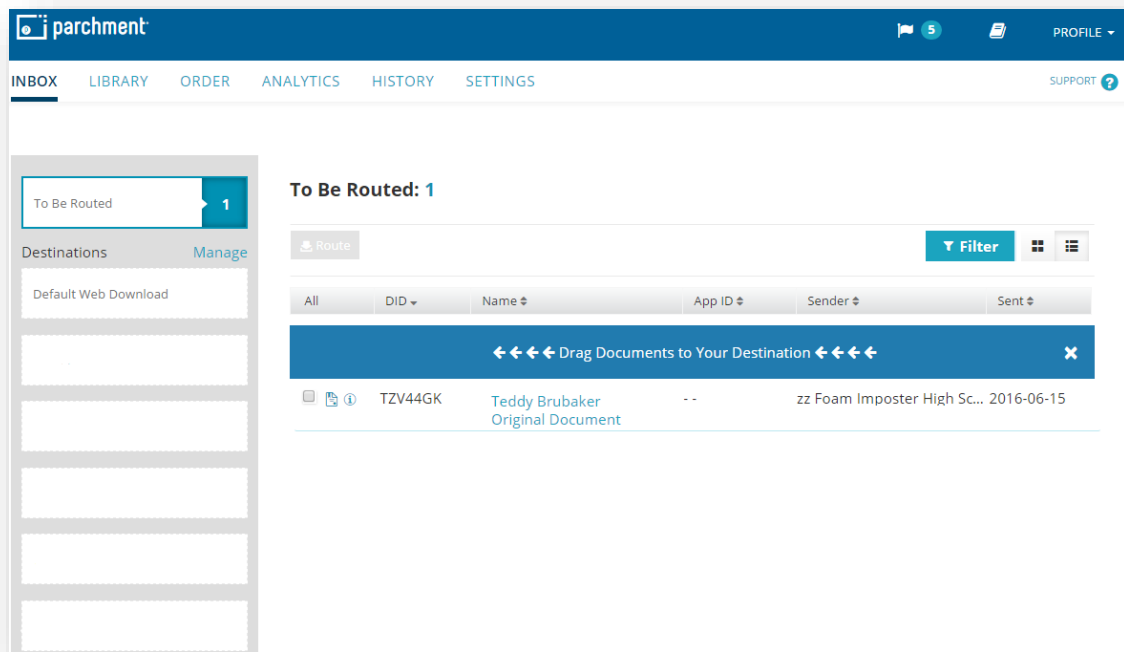2. You will see the transcripts in **To Be Routed** (See Figure 2).

Figure 2: The "**To Be Routed**" Screen

3. Before you can download or print transcripts, you must route them to a Destination. Go to the Destination help topic for more information. Select the transcripts and either:

*   Drag the documents to a Destination
*   Or click "**Route"**, and then follow the online instructions to route your transcripts to a Destination.

4. Once you have dragged your transcripts, a blue icon next to the Destination that you dragged the transcripts to will appear. Click this icon (See Figure 4).
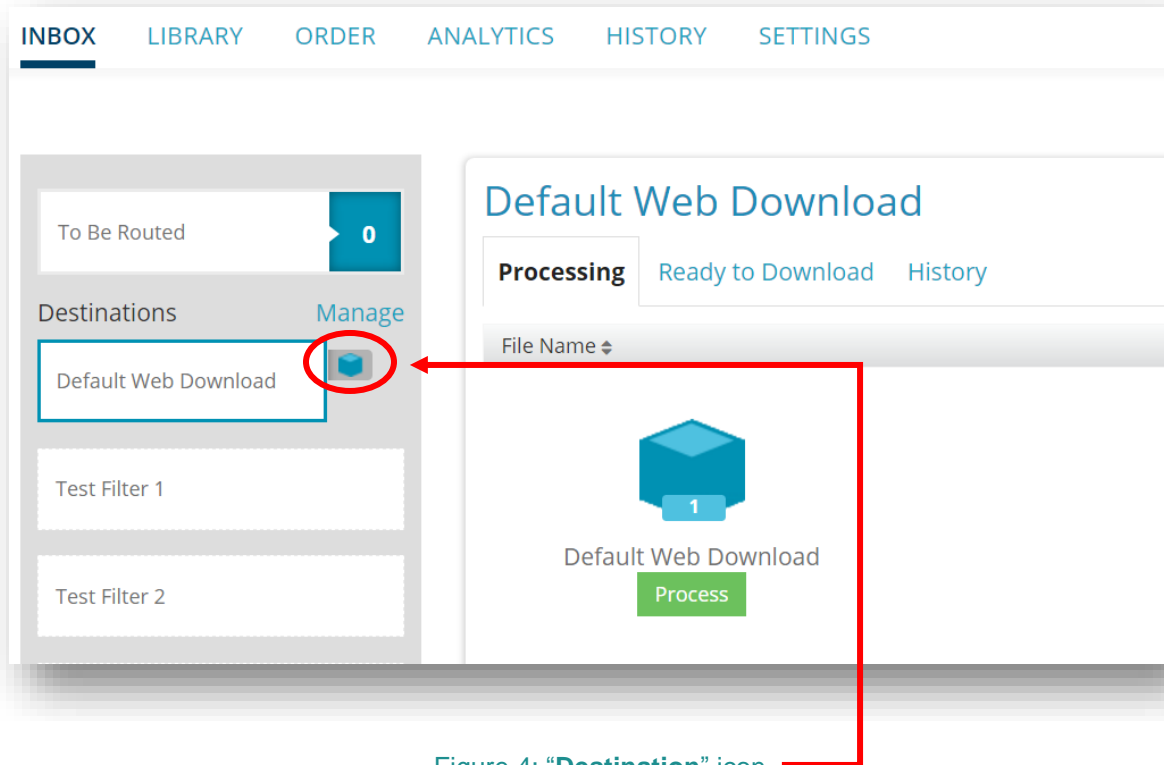

Figure 4: "**Destination**" icon

5. After you click the blue icon, you will see the Processing screen.

- Your documents will be process/zipped overnight if you set up your destination to process files automatically overnight.
- If you need your transcripts immediately, click to start processing right away.

6. Once the transcripts have been processed/zipped, the small blue icon becomes a green icon. This means that your transcripts are processed and ready to be downloaded. You can either click the green icon or click "**Ready to Download**" (See Figure 6).
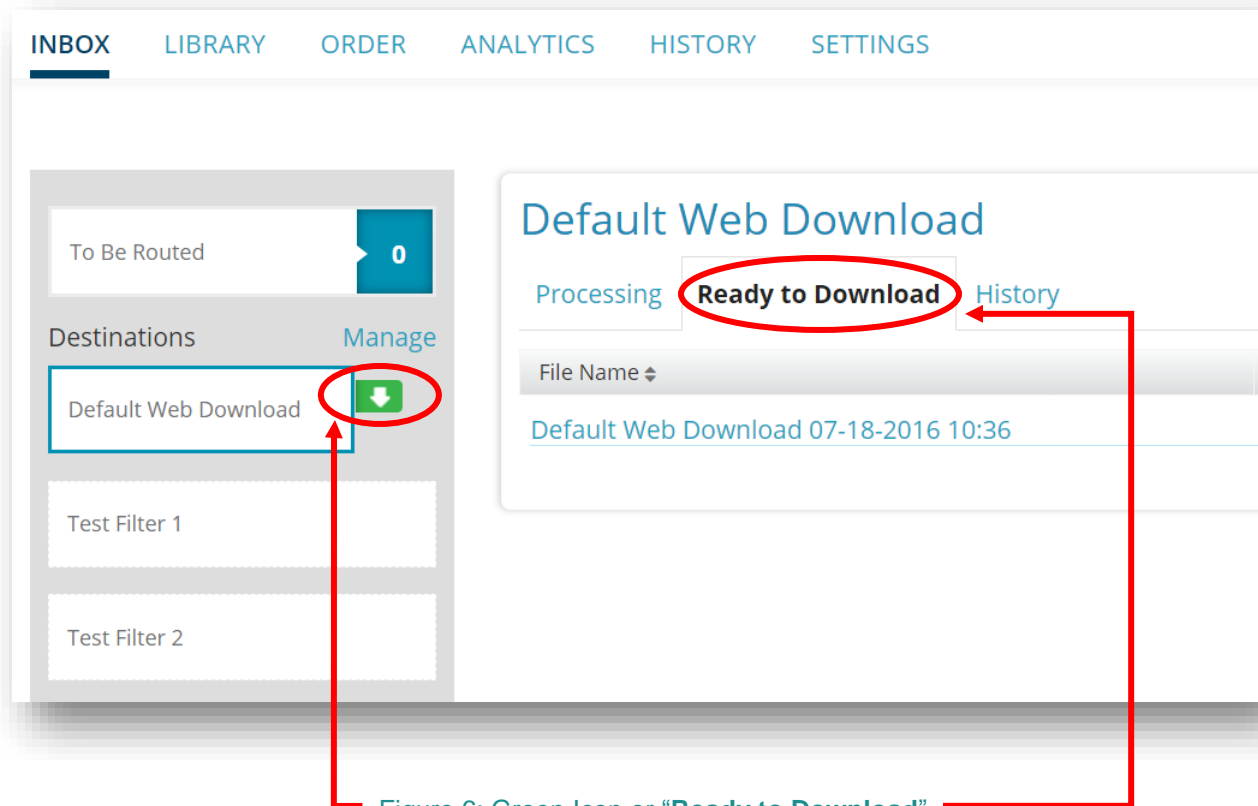

Figure 6: Green Icon or "**Ready to Download**"

7. Your transcripts now appear in a green 'package' and are ready to be downloaded. Click the icon to download your transcripts.

8. Your documents will be downloaded to the download folder on your computer.