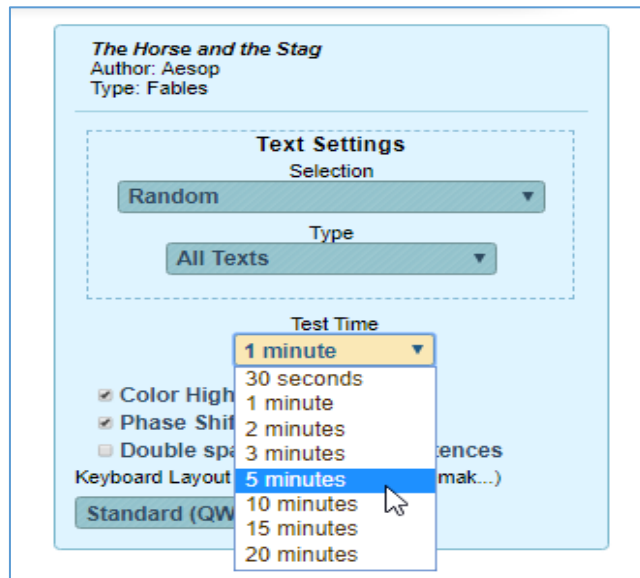


South Coast Air Quality Management District

Online Typing Test Instructions

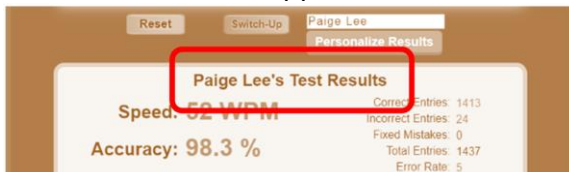
1. Click on the website: <https://www.speedtypingonline.com/typing-test>
You may copy and paste the link into your browser of choice.
2. Register to create your account
3. Click on the Test Time drop-down and select **5 minutes**.



4. Start Typing
5. At the end of the 5-minute test, your results will appear on the screen.
6. Add your name to the typing certificate.
 - a. Enter your name in the box above the Test Results Click Personalize Results.



- b. Your name will now appear on the Test Results for the typing certificate.



**At this point, you can email the results to yourself or open a link to view the results.
If you leave the page, you will lose the link to results and will have to retake the test.**



South Coast Air Quality Management District

Online Typing Test Instructions

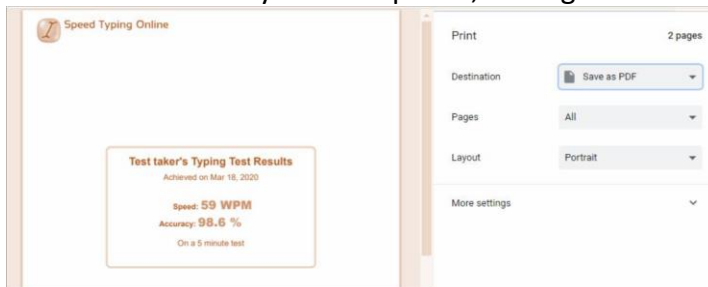
7. Click on Email Results to view your typing certificate.
 - a. Email the results to your email address to make sure you have access to the typing certificate in the future.
 - b. Check your email and the link before you close the page & skip to Step 8.



8. Click on Link to results to be taken to a page with your typing test results.



9. From the certificate page, save your certificate as a PDF. You can also take a screenshot of the certificate from your smartphone, making sure to show required information clearly.



10. In your application, attach your typing test results as a PDF or JPEG

