# How to Order and Activate BEST Plus 2.0 Test Administrations

1. Fill out the BEST Plus 2.0 order form.

2. Email your order form to Michelle Frederick at Curriculum Publications Clearinghouse at ([ordercpc@gmail.com](mailto:ordercpc@gmail.com)).

3. Michelle will contact the Center for Applied Linguistics (CAL) to inform them of your order.  She will email you when CAL has released the tests.  She will also email you an invoice for your order after the tests have been added to your test balance.

4. If you have not installed BEST Plus 2.0 on your computer, do so using the BEST Plus 2.0 USB drive. Then follow these steps:
   - Click the Start BEST Plus 2.0 icon on your desktop.
   - Click the red Test icon on the Welcome screen.
   - Click Run BEST Plus 2.0 Test Administration Program.
   - Click Add administrations.
   - Select the number of test administrations you want to add to the computer and click Purchase.

5. On the Activation screen, you will see an Activation Key in the green box in the lower left corner of the screen. COPY IT DOWN.

6. Go to [http://webapp.cal.org/BPOnlineActivation/](http://webapp.cal.org/BPOnlineActivation/).  Log in to your program's account by entering the following information: Your email address, your program's Customer Number (e.g., BPDC0001), and your individual password.  After you submit, you will be taken to a page that asks you to enter your five-letter Activation Key from the green box (that you copied down in step #5). After you submit your Activation Key, you will be given your Activation Code. Type your Activation Code into the red box in the lower right corner of the BEST Plus 2.0 Activation Code screen. As soon as you finish typing the Activation Code, the Activation Successful screen will appear. Click the "Return to BEST Plus 2.0" button to return to the Main Menu screen. You are now ready to administer the test.

7. CAL will email you an Activation Code.

8. Open the BEST Plus 2.0 Activation Code screen and type the Activation Code into the red box in the lower right corner of the screen.

**Questions?  Please call Michelle at 872-210-2141**

*Revised July 2023*