

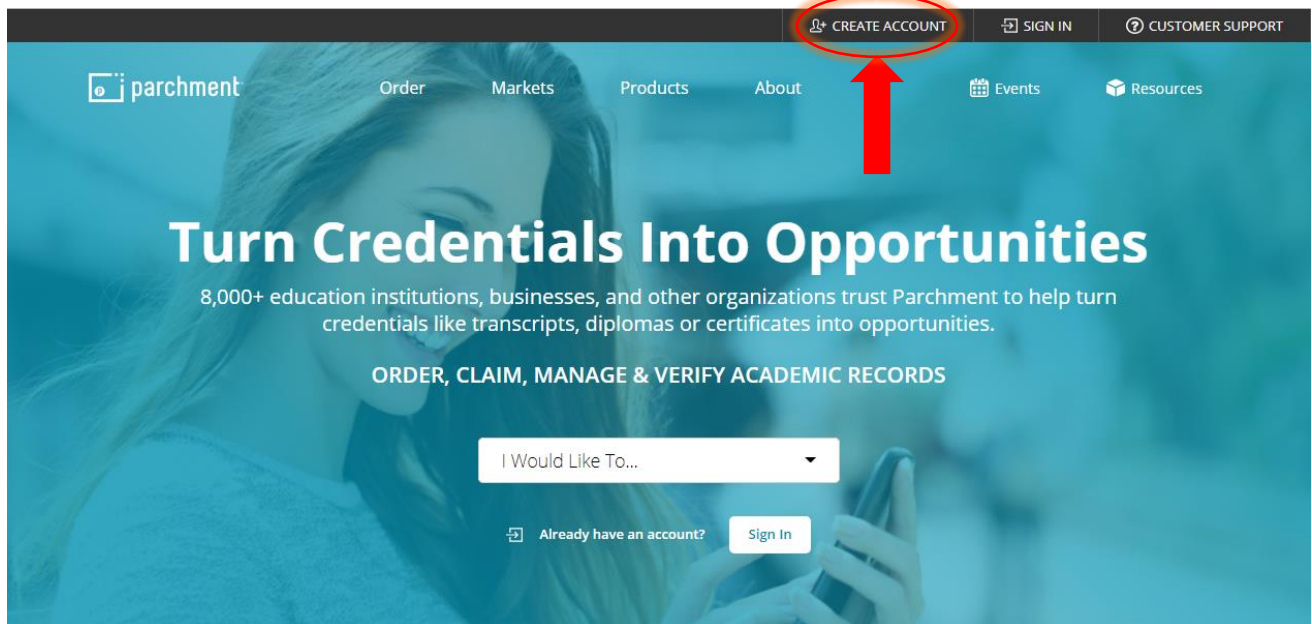
# Parchment Third Party Order (TPO)

Third Party Ordering allows third party requestors to order credentials for someone else, permitted they receive consent from the individual, or are an In-Network partner.

**TPO accounts should not be used to order your own credentials.**

## Creating a TPO Account

To create a TPO account, visit Parchment.com and select 'Create Account'



Next, select 'Third Parties or Verifiers'

## Create Account

Which of these best describes you?



### Learners or Parents

Current students, alumni or parents.  
Start your transcript order here.

CREATE ACCOUNT



### Education Administrators

Counselors, Registrars or other Academic Record Administrators should identify their market page, select the product of interest and then submit a request to "Start the Conversation".

FIND YOUR MARKET

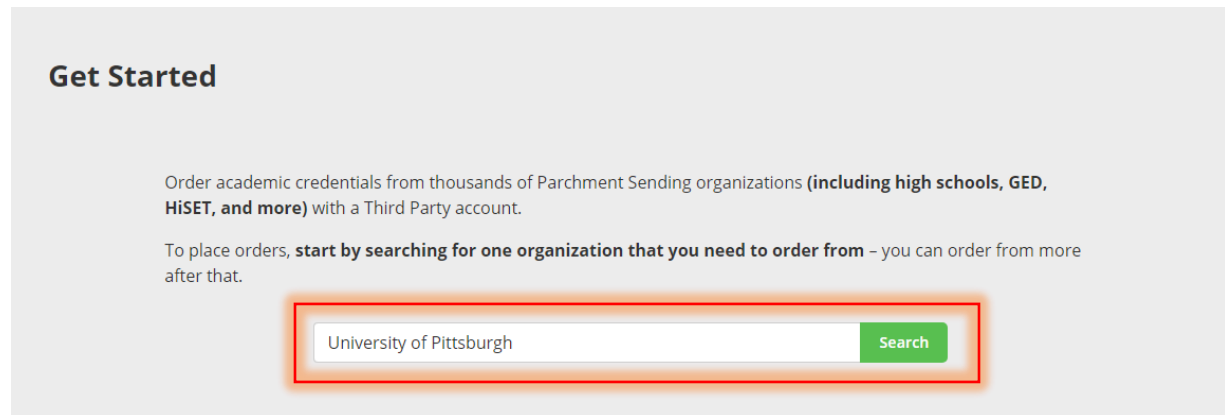


### Third Parties or Verifiers

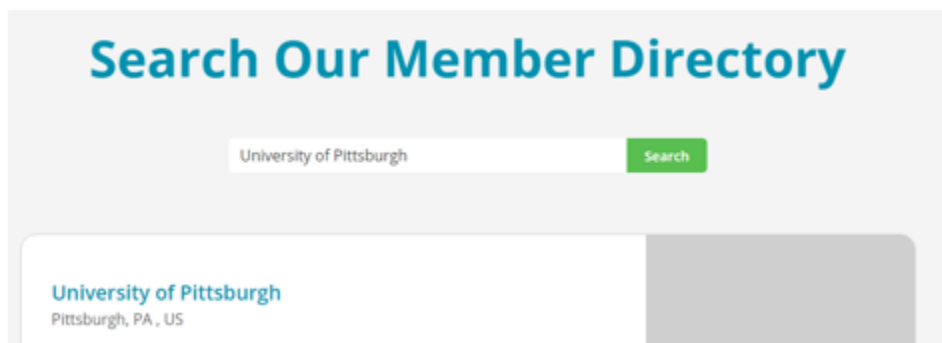
Third party orders or verification companies have a few options. Click to learn more.

Learn More

Scroll down the page and enter 'University of Pittsburgh' in the text box and click search



Select the University of Pittsburgh Parchment Send from the results page:



Next, a prompt will ensure you want to order someone else's credentials, and not your own. Third Parties should select the highlighted option and fill in the required fields to create an account:



## Placing a TPO

Once creating an account, or signing in with an existing third party account, enter the school from which you need credential information, click search, and select the relevant Send account:

The screenshot shows the 'Ordering Learner Credentials' interface. At the top, there are two tabs: 'New Order' (highlighted with a red box) and 'My Orders'. Below the tabs is a grey header bar with the text 'Ordering Learner Credentials'. The main content area is titled 'Search for sending school' and includes the instruction 'Search for a school that has credentials you would like to order.' A search bar contains the text 'university of pittsburgh' and a green 'Search' button. Below the search bar, a result is displayed in a white box with a red border: 'University of Pittsburgh - Office of Admissions and Financial Aid, Pittsburgh, PA, US'.

Note: a user can review orders already placed and its status by clicking on 'My Orders':


The screenshot shows the 'My Orders' page. At the top, there are two tabs: 'New Order' and 'My Orders' (highlighted with a red box). Below the tabs is a grey header bar with the text 'Order Placed Sep. 12, 2019' on the left and 'Order Total \$31.20' on the right. The main content area is titled 'Pending school processing' and includes a document icon labeled 'TRANSCRIPT' with the text 'eTranscript - TPO'. To the right of the document icon, there is a section labeled 'FOR FROM TO' with a greyed-out area. Further right, there is a section labeled 'Document ID' with a greyed-out area and 'Item Total \$24.95'.

Enter the required (\*) information for the student's credentials being requested:

Note: Student ID Number is not required, but is helpful in locating the correct student

Please enter **the learner's information** below

* Learner's First Name	Learner's Middle Name	* Learner's Last Name
* Month of birth	* Day of birth	* Year of birth
* Last 4 SSN	OR <input type="checkbox"/> I do not have a Social Security Number	





 University of Pittsburgh  
would like you to provide the following information:

\* Is the learner currently enrolled?  \* Grad / Leave Year

Learner's Student ID Number

[Add another name variation or maiden name](#) to help match any credentials I am ordering.

Select the type of document needed, i.e. electronic or paper transcript and/or electronic or paper enrollment verification:

	<b>Enrollment Verification - Electronic - TPO</b> To maintain the academic integrity of the enrollment verification as well as the student, if this enrollment verification is printed, it will read VOID-VOID-VOID as a background image. Orders are gene ... <a href="#">View Full Description</a>	<input type="button" value="Order"/>
	<b>Paper Transcript - Mailed - TPO</b> Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will ... <a href="#">View Full Description</a>	<input type="button" value="Order"/>
	<b>Enrollment Verification - Mailed - TPO</b> ** Only students who have attended the University of Pittsburgh since Fall 2005 can order an enrollment verification. Order a paper copy of your enrollment verification. Orders are generally proc ... <a href="#">View Full Description</a>	<input type="button" value="Order"/>
	<b>eTranscript - TPO</b> Order an official, secured and certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing	<input type="button" value="Order"/>

Once the document type is selected, the order destination will be displayed. Third party accounts have a permanently listed email address or physical address based on the data used when creating the account. Verify this is correct and click 'Continue'. Below is an example of an electronic order:

RECIPIENT INFORMATION

Recipient / Destination Name

PITT TPO testing

Recipient's Email

@parchment.com

CONTINUE

All items marked with a red asterisk are required to submit this form.

Review the order information. If something is incorrect, go 'BACK' and edit, or 'CANCEL'

Item Details

BACK CANCEL X

**CERTIFICATE**

**Enrollment Verification - Electronic - TPO**

For: [Redacted]

Date of Birth: [Redacted]

Last 4 SSN: [Redacted]

**FROM**  
University of Pittsburgh  
Pittsburgh, PA

**TO**  
PITT TPO testing

Delivery Method: **Electronic**

Credential Fee	\$24.95
<b>Item Total</b>	<b>\$24.95</b>

\* Consent is required to order this credential. Please review the information below

If the order information is correct, you must agree to the FERPA statement below the 'Item Details' section.

- A 'Consent Form' is not required, but preferred, for In-Network Partners
- A 'Consent Form' is required if you are not an In-Network party, *i.e.*, a *Parchment client using the In-Network Platform*
  - You may use your company or organization's consent form, provided the appropriate sections are filled out and signed by the student
  - You may use the Parchment provided consent form by clicking the 'Download Consent Form' link. Please have the student complete the form and return it to you for upload.

**We reserve the right to deny any request or contact the student for confirmation of authorization for any third party order request.**

Item Total \$24.95

**\* Consent is required to order this credential.** Please review the information below pertaining to the type of consent that is required to complete this order.

I certify that a FERPA compliant learner signature required under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) authorizing the release of the student records is on file with the receiving school / organization.

[Download Consent Form](#)

Upload a consent file (MAX: 2MB)

DOC DOCX PNG JPG JPEG TXT PDF


Once these steps are complete, click on 'Continue' to review your order one more time (you may edit or cancel during this step) before proceeding to checkout. If everything is correct, click 'Continue' again, enter your payment information and submit payment.

Note: There is a known bug, where if an item is removed from the shopping cart, the order will error out. You will receive a message in red (below) when attempting to checkout. If this occurs, you will need to start the order over again. A fix is expected sometime in Q1 2020.



### PARCHMENT SECURE PAYMENT GATEWAY

Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

 An unknown error has occurred.

#### Payment Information

Enter first and last name as it appears on credit card

✓ Timothy

✓ Hoover

✓ 379619985661008

✓ 02/2021

Enter credit card number without spaces or dashes

Enter month & year credit card expires



**Order Total: \$24.95**

\$24.95 will be charged to this card.