Sign in to Parchment Exchange using the email address and password you created when you registered for the system.
Select the “Request Transcript” button located below “Tidewater Community College.”
Carefully read through this message, as it contains pertinent information concerning the college’s policies on requesting transcripts, and options as to what you would like the college to do with your transcript. When finished reading, click “Request Transcript.”
Search for the college where your transcript will be sent. This is where you will type in the receiving college.

*DO NOT TYPE TIDEWATER COMMUNITY COLLEGE IN THIS BOX*
If you would like to have your transcript emailed or mailed to yourself, you may select that tab. Decide if you would like your transcript emailed or mailed, then hit continue.
If you cannot locate your college, university, or academic destination, you may enter it yourself in this tab.

Select Destinations

Select the destinations to which you wish to send your Tidewater Community College transcript.

Academic Destinations  Myself  Other Destinations

Follow the steps outlined to send a transcript to a destination outside the Parchment Exchange database:
1. Select a Category.
2. Enter the Destination Name and an Attention Line, if necessary.
3. Select a Delivery Method and provide the required delivery information.

Destination Information

* Category:  

* Destination Name:  
I.e. Parchment, Inc.

Enter name as it should appear in the delivery address.

Attention Line:
I.e. John Smith

Delivery Method

- Delivery Method: Electronic Delivery
  Parchment Exchange will email instructions to securely download the transcript to the email address provided. If the transcript is not downloaded within 5 days, the request will be canceled.

  * Email Address:  
  I.e. jsmith@emailaddress.com

  * Confirm Email Address:  

  ☐ I confirm that the email address is valid.

- Delivery Method: Paper - Delivery handling charge of $2.00
  Parchment Exchange will deliver the transcript on security paper to the address provided.
This is a view of how an “Electronic Delivery” and “US Mail” request will appear. The Electronic Delivery is free for the first two (2) requests, and $3 for each subsequent request. The US Mail Delivery is discounted to $2 for the first two requests, and $5 for each subsequent request. Click “Save & Continue” to complete your request.
This page will appear when you are being prompted to pay for your request. There is no action to be taken on this page.
This page is where you will enter your payment information. This payment screen can charge $2, $3, $5, or $25, depending on your type of request and the number of requests you have made in the past.

*$2=discounted mailing rate for first two (2) transcripts; $3=fee for electronic transcripts; $5=fee for mailed transcripts; $25=fee for overnight delivery transcripts*
You will receive emailed confirmation of your payment and transcript request via the email you registered for and use for Parchment Exchange. You will also receive notifications of the status of your request from initial to completion. Please read email daily for updates on your transcript request.

From: Docufide Customer Service (Do Not Reply) [mailto:MyTranscripts@parchment.com]
Sent: [black]
To: [black]
Subject: Thank you for using Secure Transcript

Dear [black]

Thank you for ordering transcripts through Secure Transcript. Your order has been confirmed, and the credit card you used has been charged $5.00.

[black] must approve your request for current transcripts before they can be sent, which may take up to several days. Once approved, we will send your transcripts within one business day to the following destinations:

[black]

You’ll receive confirmation by email as soon as your transcripts have been sent out. You’ll also receive confirmation when any transcript sent electronically has been received.

If you’d like to check on your order, or request additional transcripts, you can log in to Parchment at any time using the email address and password you chose when you registered.

If you have any questions, please visit our online help page or email us at customerservice@docufide.com

Thanks again for your order,
The Parchment Team