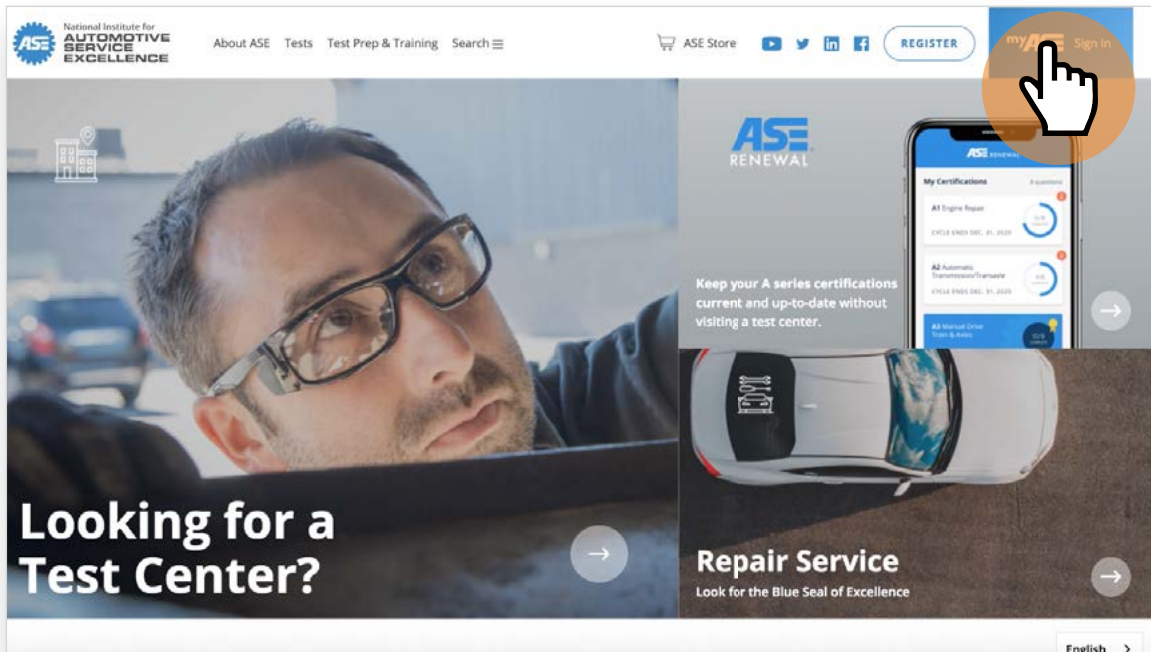


# How to Create a myASE Account

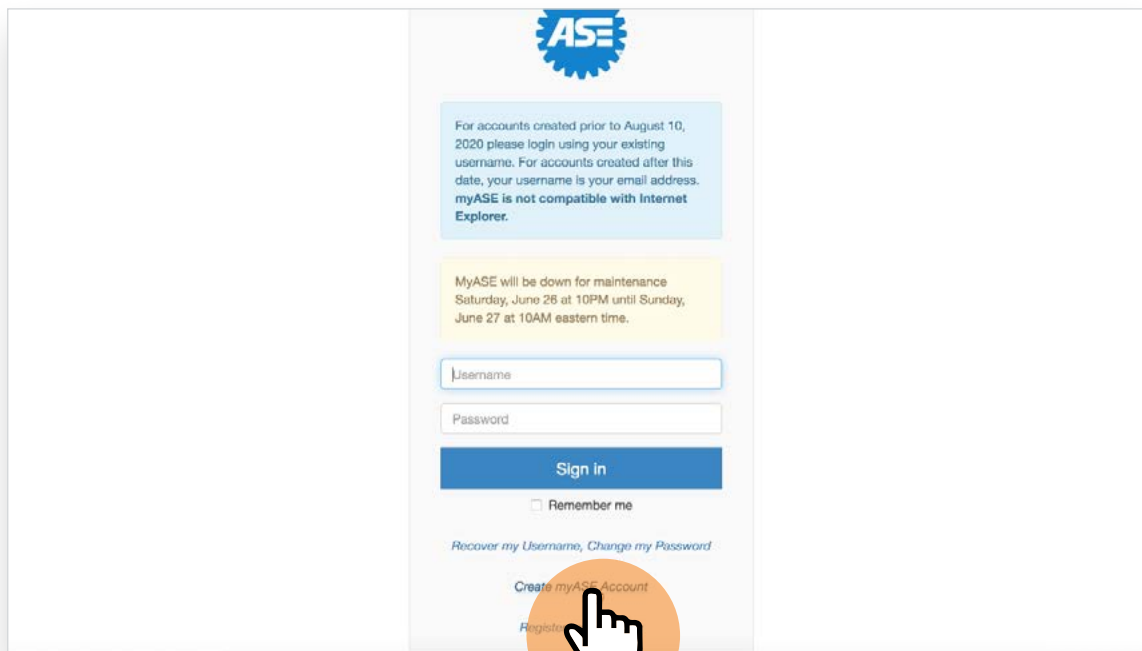
1

Begin by visiting ASE.com and **selecting the Sign in button** in the upper right corner.



2

If you do not already have an account, **click the center blue link** that says "Create a myASE account."



3

Complete the form fields and **click Next**.

**STEP 1: Create myASE Account**

First Name\*  
Steven

Last Name\*  
Sample

Date of Birth\*  
06/24/2001

Last 4 digits of SSN\*

Next

**Just getting started with myASE? Lost your Username or Password? You are in the right place!**

If you want to register for ASE tests or view your test results, this is the place to start.

Enter your info here, and we will check to see if we already have an account for you. If we do we will help you create or update your username and password. If not we will create a new account for you right now.

**TEST CENTER REQUIREMENT: Enter your full legal name, just as it appears on your Photo ID.**

4

Step 2 requires additional personal information. Please **complete all required fields** and use the drop downs to select your city, state, and country.

Phone Number\*  
(888)-888-8888

Fax Number  
(000)-000-0000

Date of Birth  
03/26/1981

Street Number and Name\*  
130 Sample Street

Additional Address Info  
(example: Box Number, Apartment Number, etc)

City\*  
Stanford

Country\*  
United States

Email\*  
Enter email

Secret Question\*

Secret Answer\*

Country\*  
United States

Password\*

Confirm Password  
Strong password is required

Tests in the past, it is possible that we have inaccurate information for you.

**Instead of creating a brand new account that would not include your current certifications, Click Cancel.**

Then contact ASE Customer Service at [contactus@ase.com](mailto:contactus@ase.com), and we will correct the problem.

**If you have not registered for ASE Test before:**

On the other hand, if you have never registered for any ASE Tests and want to create a brand new myASE account, Click Continue.

**Home Address & Contact Information**

We need your home address and daytime telephone number. We also need a way to send information to you quickly - either an email address or fax number.

Note that when you take ASE tests, your score report is automatically sent to the email address or fax number provided here immediately after you finish your test. If you want to keep your test results private, please use a unique address, rather than an address that you share with someone else.

The Street Number and Name are necessary for Sales Tax Calculations. In the Street Number and Name text box only include the actual Street Number and the Name of the Street so that the Portal can Calculate Sales Tax. Additional Info such as the PO Box Number, the Apartment Number, Suite Number or other info should only be included in the Additional Address Info text box. Below is a sample of how a letter would be addressed to you,

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After entering your email, create and confirm your password, and select a security question (and answer). Click next to move on to the final step, or use the navigation to go back.

The screenshot shows a registration form titled "Home Address & Contact Information". It includes several input fields: "Additional Address Info" (with a placeholder "(example: Box Number, Apartment Number, etc)"), "City\*" (Stanford), "State\*" (New York), "Zip\*" (60044), "Country\*" (United States), "Email\*" (stove@sample.com), "Password\*" (masked with dots), "Confirm Password" (masked with dots), "Secret Question\*" (What city were you born in?), and "Secret Answer\*" (Stanford). At the bottom are three buttons: "Back", "Cancel", and "Next". To the right of the form is a text box explaining the need for home address and daytime telephone number, and providing an example address: Steven Sample, 130 Sample Street, Stanford, NY 60044.

6

After selecting your gender and ethnicity, it is time to locate your employer. Click the green find an employer button and enter the company name, city, state, or zipcode to lookup the employer, then select Go.

The screenshot shows a modal window titled "Employer Search". It has a search bar with "NAPA" entered. Below the search bar are fields for "City", "State", "Zip / Postal Code", "Phone", and "Fax". A "Go!" button is on the right. A dropdown menu is open over the "State" field, listing states from Iowa to Ohio, with "Missouri" selected. The modal also shows "Show 10 entries" and "Showing 0 to 0 of 0 entries".

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Review the list of results (there may be multiple pages), select your employer by clicking the green select button next to the entry. A confirmation screen will verify the address.

Company Name	Address	Phone	ASE Account #	
Napa	2110 Elmwood Buffalo NY 14216	716-874-0220	ASE-9003-7696	Select
Napa	5909 Camp Rd Hamburg NY 14075-4423	716-640-2214	ASE-9262-0418	Select
NAPA	Po Box La Fargeville NY 13656	315-713-4348	ASE-9196-2540	Select
Napa	3101 Wolf Road Latham NY 12110	518-785-3781	ASE-9037-8354	Select
Napa	301 Wolf Rd Latham NY 12110-4806	518-783-6272	ASE-9107-3831	Select
Napa	718 Old Liverpool Rd Liverpool NY 13088		ASE-9020-1295	Select
NAPA	7234 Oswego Rd Liverpool NY 13090-3719	315-457-2293	ASE-9186-9697	Select
Napa	6041 S Transit Rd Lockport NY 14094-6370	716-625-8071	ASE-9249-8845	Select
NAPA	151 S Broad St Norwich NY 13815-1746	607-334-8175	ASE-9128-2561	Select
Napa	1430 Lyell Ave Rochester NY 14606	585-254-1280	ASE-9085-7292	Select

Showing 1 to 10 of 73 entries

Previous 1 2 3 4 5 ... 8 Next

8

Finally, select your education level from the drop down list to complete your profile, then click submit.

**STEP 3: Create myASE Account**

**Gender**  
 Male  Female  Other

**Race or Ethnic Group**  
Caucasian/White

**Current Employer**  
Napa  
718 Old Liverpool Rd Liverpool NY 13088  
ASE-9020-1295

**Education**  
✓ Select...  
High School 9 or Below  
High School 10  
High School 11  
High School 12  
Trade School (Post H.S.) 1  
Trade School (Post H.S.) 2  
Trade School (Post H.S.) 3  
Trade School (Post H.S.) 4  
College 1  
College 2  
College 3  
College 4  
College More Than 4

Release my ASE status to others  
 Receive news and information from ASE  
 Receive Special offers from Partners

**Education & Preferences**  
\*Release my ASE status to others\* - With your permission, ASE confirms the test areas that you have passed upon specific request. We do not share your personal information. If you uncheck this box we cannot release your certification status to your employer, OEM or other group or individual. This may prevent you from being reimbursed for tests, participating in recognition programs, or accessing service information, etc.

Submit

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Congratulations, you are now viewing your personal myASE dashboard.

The screenshot shows the myASE dashboard for a user named Steven Sample. At the top, there is a dark navigation bar with the user's name and ASE-5637-8306 on the left, and a shopping cart icon with a subtotal of \$0.00 on the right. Below this is a blue header with the ASE logo and navigation links for DASHBOARD, STORE, and APPOINTMENTS. A green message banner indicates a maintenance period from Saturday, June 26 at 10PM to Sunday, June 27 at 10AM eastern time. The main content area features a navigation menu with options: Overview, My Employers, Test Results, Company-Assigned IDs, Orders, and Profile. The 'Profile' tab is selected, leading to the 'Technician Profile' page. This page includes an 'Edit Profile' button and instructions on how to update profile information. The profile form contains the following fields: Username (steve@sample.com), First Name (Steven), Middle Initial (R), Street Number and Name (130 Sample Street), Additional Address Info, Gender (radio buttons for Male, Female, Other), Race or Ethnic Group (dropdown menu showing Caucasian/White), and Education.