How to send your current ASE status to NAPA using myASE

Go to www.ase.com, and log in to myASE. If you don’t have an account established, click the Create myASE Account link. You will be asked for your name, date of birth, and last four digits of your SSN. That should allow us to find your existing records, link you to your account, and let you choose a username and password.
Once you log in, you will see your status page. It shows your ASE certifications and their expiration dates. Click on the “View Status Letter” button at the bottom of the page.
This displays a quick summary of your certifications. Click on the “Email Status Letter” button at the bottom of the page.
Enter the name and email address of the person to whom you want to send your ASE certification status, and click the Submit button. You can also send it to yourself and forward the email as needed.
After a few seconds, you will see this confirmation screen. Click the Continue button to return to your ASE status page, or click the Logout link near the top of the page to leave myASE.
Within a minute or two, the recipient will receive an email like this. They can either click the link to see your current ASE status information, or open the PDF document that is attached to the email.

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Dear Mike Coley:

You can view the current ASE Certification Status for Coley, Michael here:

https://portal.asecm.com/WebReports/CertificationStatus.aspx?id=627a3c9d-7fe4-4732-b400-820fb6a758d9

Click on the link or copy and paste into your browser address bar. If you have any questions, please contact us.

ASE Customer Service
E-mail: asehelp@ase.com
Phone: 1-800-399-6789 (select option 3)
Fax: (703) 669-6122
myASE: www.ase.com/myASE
The PDF looks like this, and should have all the ASE certification info needed.

Michael Coley
Hemdon, VA 20170-2711
ASE ID: ASE-2486-8216

This individual currently has the ASE certification status shown below:

Current ASE Designations

<table>
<thead>
<tr>
<th>Certificates</th>
<th>Test Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile Technician</td>
<td>A: Auto</td>
</tr>
<tr>
<td>Service Consultant</td>
<td>C: Service Consultant</td>
</tr>
</tbody>
</table>

ASE Certification Details

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
<th>Expiration Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Engine Repair</td>
<td>06/30/2014</td>
<td>Current</td>
</tr>
<tr>
<td>A4</td>
<td>Suspension &amp; Steering</td>
<td>06/30/2014</td>
<td>Current</td>
</tr>
<tr>
<td>A5</td>
<td>Brakes</td>
<td>06/30/2014</td>
<td>Current</td>
</tr>
</tbody>
</table>