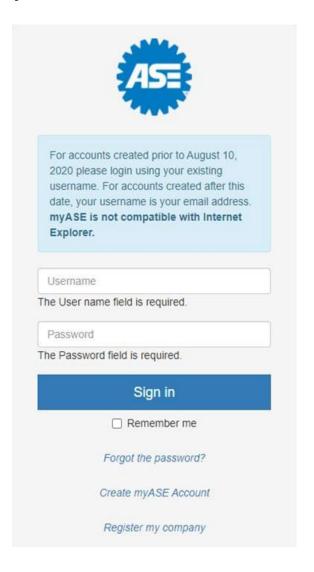
BMW Assessments

- The registration and enrollment for any of the BMW assessment tests will take place through the <u>ASE</u>
 website and administered at more than 450 Prometric Test Centers nationwide.
- If you fail a BMW assessment test there is a 1-day waiting period before rescheduling.
- Associate Level test is needed to achieve Associate level status. No expiration on this test.
- Member Level test is needed to achieve Member level status. No expiration on this test.
- Master Level there are two options for the certification portion. Pass A1-A8(ST2400) or 2 BMW Assessments tests BMW4 and BMW5 (ST2499). Master Assessment tests expire every 3-years.
- Master Elite you must have both A1-A8 Certification, BMW6 and BMW7 to start the path for Master Elite.
 A1-A8 Certification, BMW6 and BMW7 are perquisites for the Master Elite Classes. Master Elite
 Assessment tests expire every 3-years.

Create a myASE account or log into an existing account from the ASE homepage — my.ase.com It's free and easy. If you need help, review our "how-to" videos here:
www.ase.com/About-ASE/myASE/How-To-Demos.aspx



Next, click on the Company assigned ID's tab and then the +Add Company-Assigned ID button.



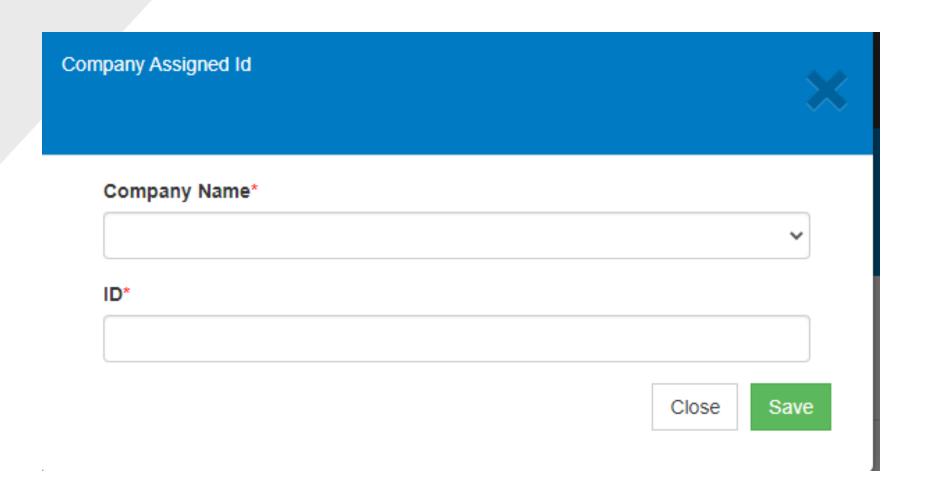


If you work for a dealership or national chain, you may have an ID number that was assigned to you by your company. ASE uses these ID numbers to share your certification information with the corporate parent.

If you have a company-assigned ID number, click Add Company-Assigned ID. If you have one but don't know it at the moment, don't worry. You can always add it to your profile later.

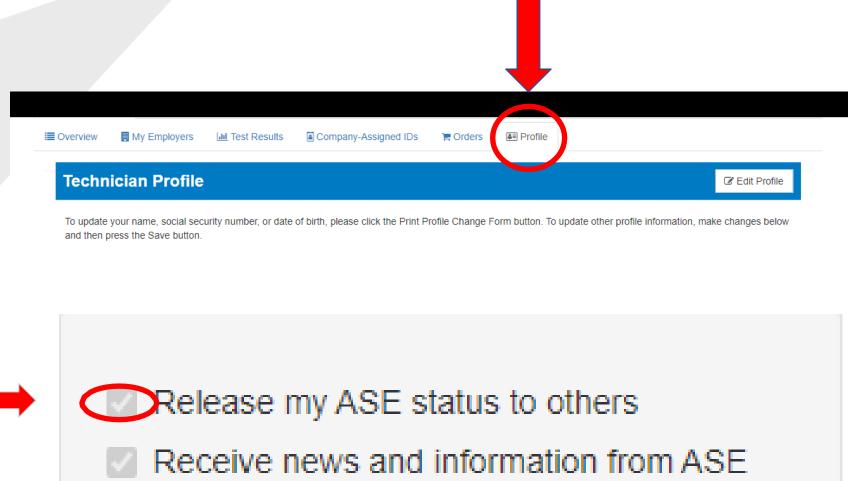
Here you will need to select BMW from the dropdown list, then enter your S-Gate username into the ID field.

You can repeat the process and add a second company ID if you wish.



Next, you will need to click on the profile tab and ensure that the box is checked to "release my ASE status to others".

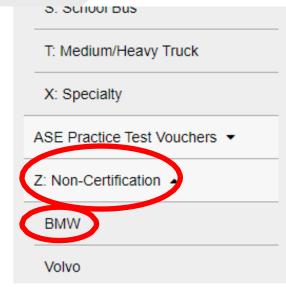
This step is critical, if it is not done the data will not transfer to TMSI.



On the home page, select store from the top bar.



On the bottom left of the menu first select Z: Non-Certification and then select BMW



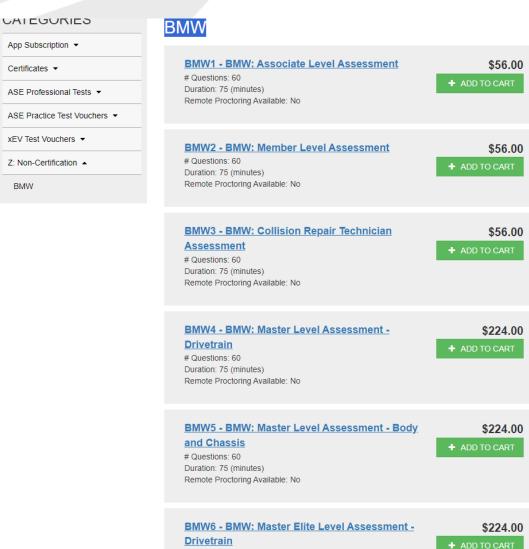
Showing 1 to 8 of 8 entries

Proceed to Checkout >

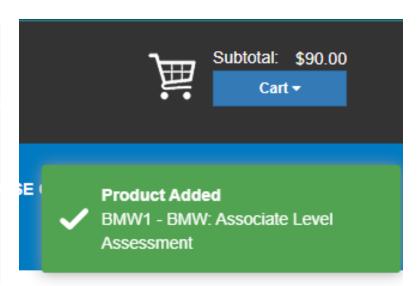
Select the Assessment you would like to take.

It will be added to your cart.

Select cart on the top right to continue the purchase.



Questions: 60



Once you have selected the cart you will see a window pop up.

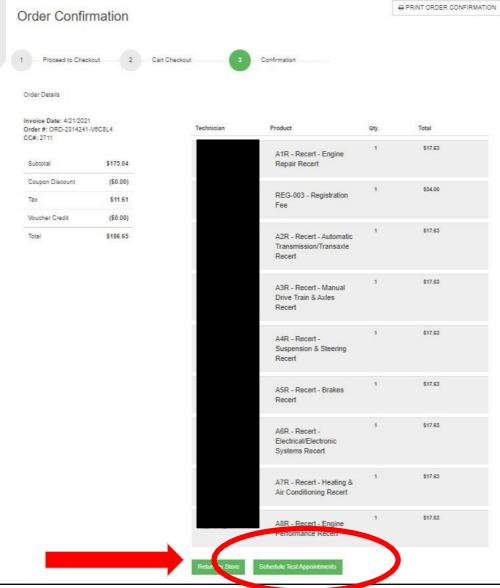
Verify information then select Proceed to checkout.

Cart				×
↑ Technician →	↑ Product →	Qty.	Total	Options
	BMW1 - BMW: Associate Level Assessment	1	\$56.00	×
	REG-003 - Registration Fee	1	\$34.00	This fee is linked to item(s) in your cart and may not be independently modified or removed.

BMW assessments test purchase and registration.

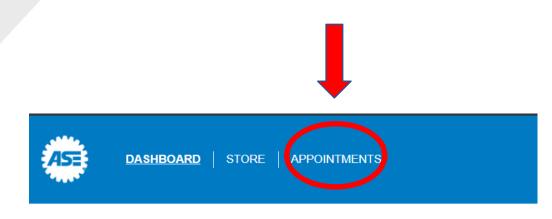
Order Confirmation

A completed order will look like this, from here you can go directly to scheduling your test by clicking the Schedule Test Appointments button at the bottom.



You can also get to the scheduling by clicking the appointments button from your MyASE home screen.

If your test was purchased for you, this is the path for you to schedule your appointment.

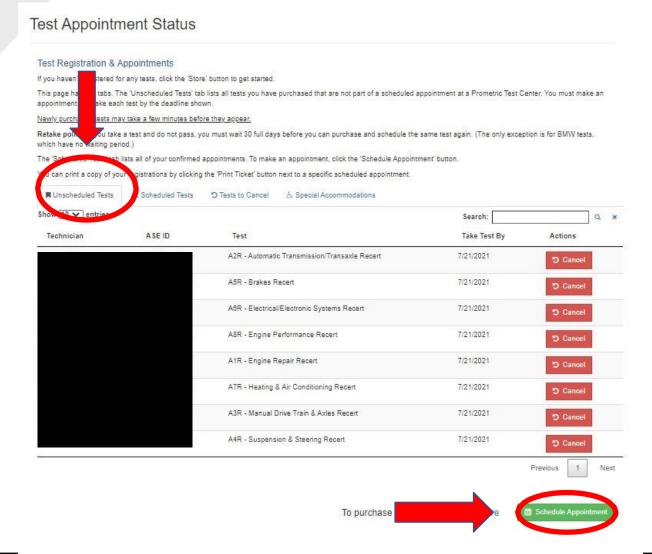


Daily Message: Welcome to MyASE!

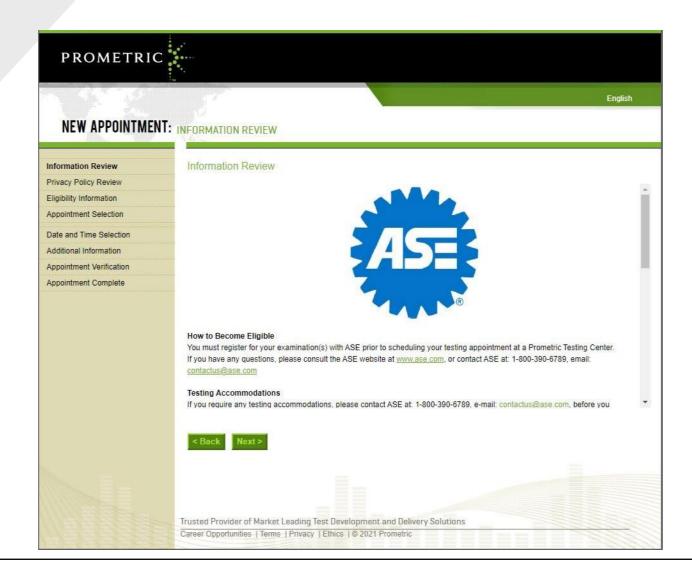
Next, you can see all of the purchased tests that need an appointment by clicking the Unscheduled tests button.

Next, click the Schedule Appointment button and you will be taken to the Prometric website.

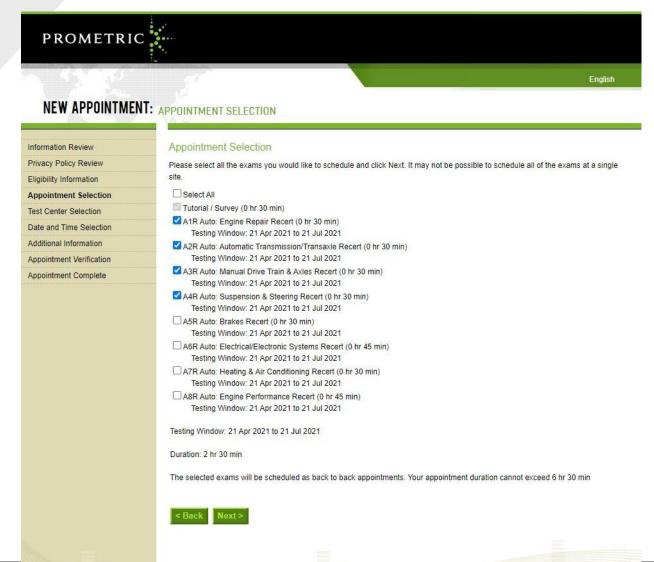
Do not go directly to the Prometric site, only use the "Schedule Appointment" button provided in ASE.COM!



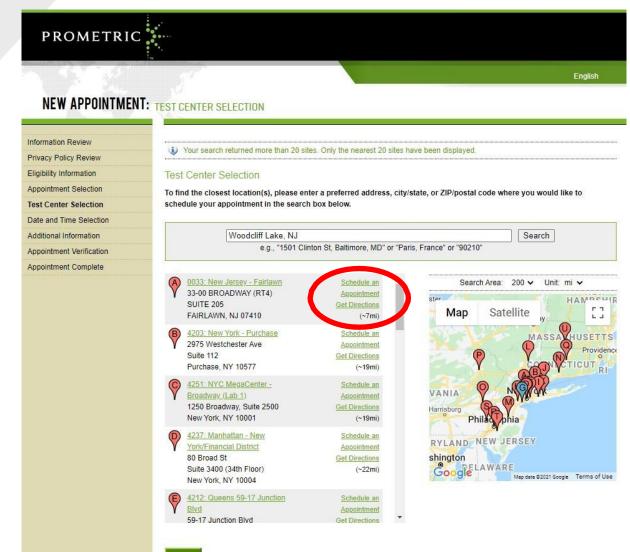
The initial Prometric appointment page will look like this. Click "next" until you reach the appointment selection screen.



This is the appointment selection screen where you can select any of the tests you have purchased through the ASE website.

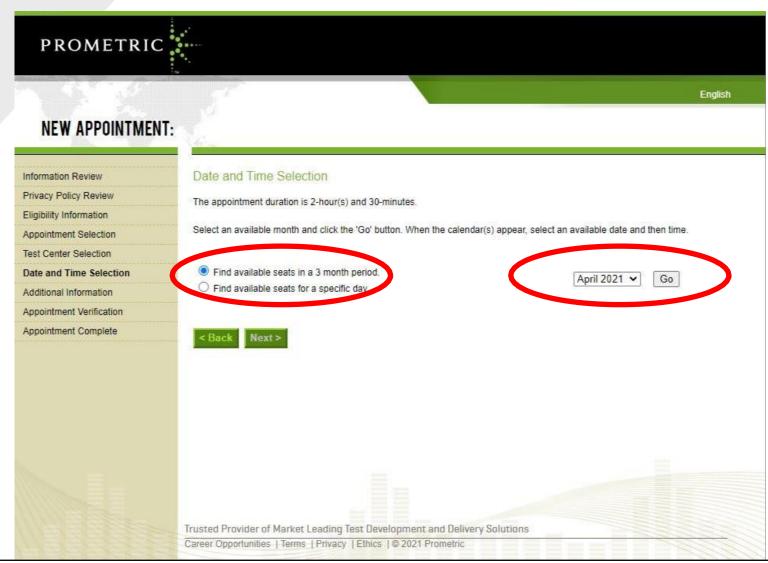


Next, enter your location in the search bar and then choose the test center that works best for you by clicking the "Schedule an Appointment" button.

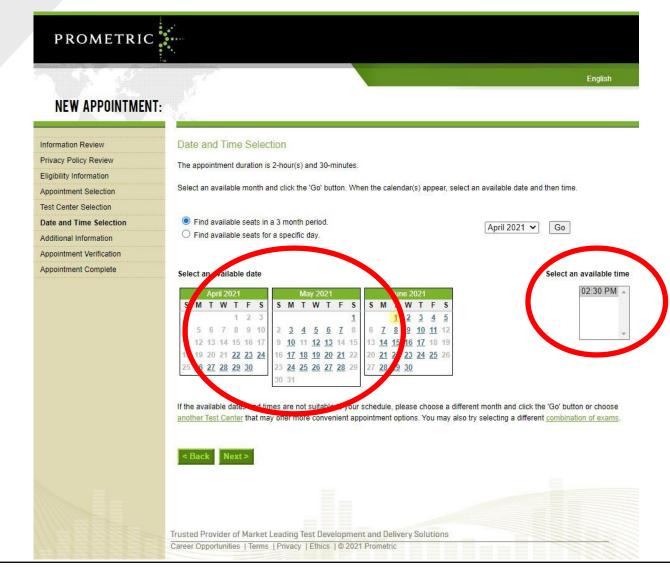


Here you will have the option of searching for an appointment for a specific date or by viewing all available appointments over a 3 month period.

You can change the 3 months that will be shown by using the drop down selection. Selecting April will show April, May and June.



Choose both a date and time.



You will be asked to provide your personal information.

