

## *Level II, III, or IV ACE Instructions*

NOTE: All travel Gold, “A”, and “B” teams must be ACE Certified/Re-Certified every year. If you have **NOT** previously taken an ACE test do **NOT** continue this process; stop here and proceed to the Level I instructions. The following instructions are for those individuals who have already taken at least one ACE Certification test.

Instructions:

1. Go to [http://www.gsjm.com/pages/ACE/ace\\_instructions.html](http://www.gsjm.com/pages/ACE/ace_instructions.html)
2. Click on the Level II, III, and IV link, which will take you to the ASA ACE web site.

NOTE: Do **NOT** use the “New User Registration” button even though you probably have not previously registered with ACE online.

3. Click on the “Member Login” button. You will be directed to the ACE Welcome web page.
4. Enter your email address in the box provided. This should be the email address that you used to take your last ACE Certification test.
5. Do **NOT** enter anything into the “Password” box.
6. Click on the “Submit” button.
7. You will now be directed to either your “Personal Profile” page; or it will say “the login is invalid, please try again”.
  - a. If you are taken to your Personal Profile page continue by completing all of the information and clicking on the “Submit” button.
  - b. If you got the message: “The login is invalid, please try again” you will **NOT** be able to continue the process and **MUST** contact Bart Magellan to have your User Profile information resolved before proceeding further. (Contact Bart at (209) 639-7353 or send an email to Bartman@gsjm.com.)

NOTE: Please **DO NOT** use the New User Registration button as this will create all kinds of problems and you still won't be able to continue the process.

8. Click on the Status link for the test you are required to take. You will now be directed to the ASA ACE Online “Payments and Background Checks” page.
9. Follow the directions as presented on-line to complete the “Payments and Background Checks” process.
10. Click on the “Submit” button; the Background Check process will take about 30 seconds to complete.
11. Upon receiving the “Green Light” on the web page (indicating that you have passed the Background Check) you should proceed to take the Certification test.