

Placing a CASAS Online Order

Do you have a CASAS website account?

To access online ordering and certain other areas of the CASAS website, you must first create a website user account.

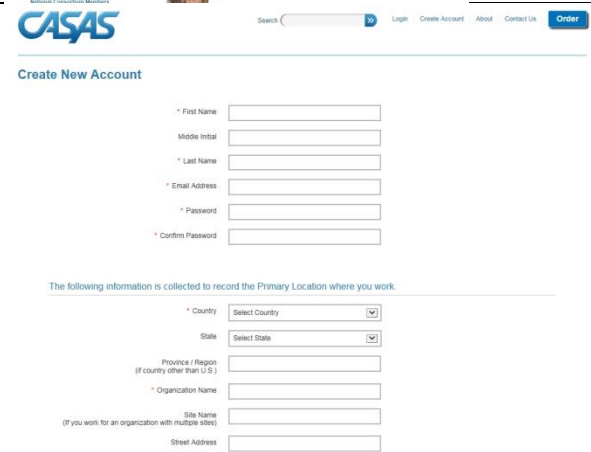
- If you do not have a CASAS website user account, follow the instructions below.
- If you already have an account, skip to the next section, “How to Order Online”.

How to create a CASAS website user account

Click on “Create Account” on the top of the screen.

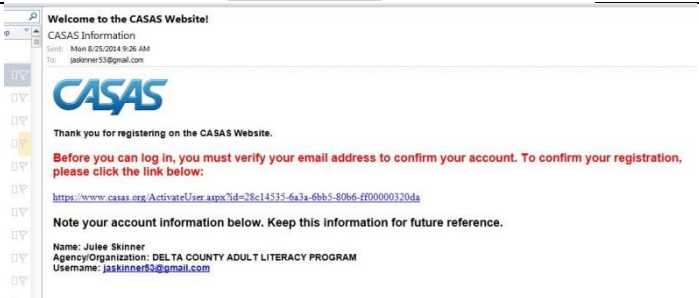


You will now be at the “Create Account” screen. Fill in the fields. Fields marked with a * are required and must be filled in.

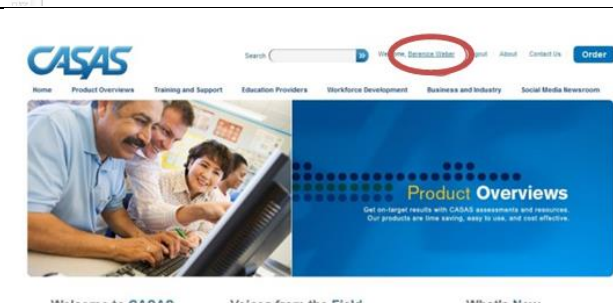


After completing the “Create Account” form you will receive a confirmation email.

- You must verify the email address by clicking the link in the email.
- Sometimes the email is sent to a spam folder, or you have entered your email address incorrectly. Check for these issues if you are having problems.



- Once your site account is created, go to the homepage (www.casas.org) and log in.
- Your name appearing at the top shows you have an account and are logged in.



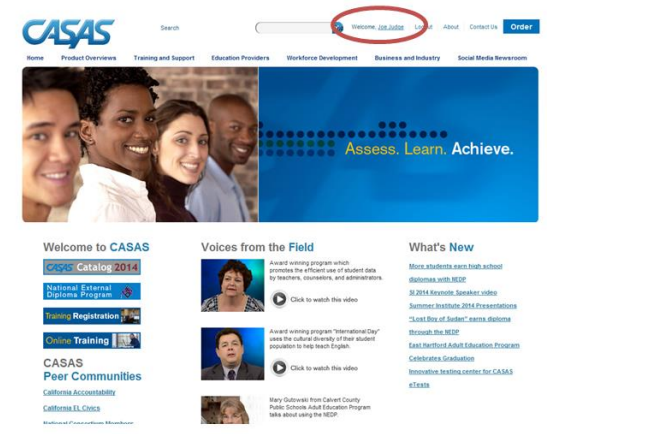
How to Order Online

Are you logged in? To place an online order you must be logged in.

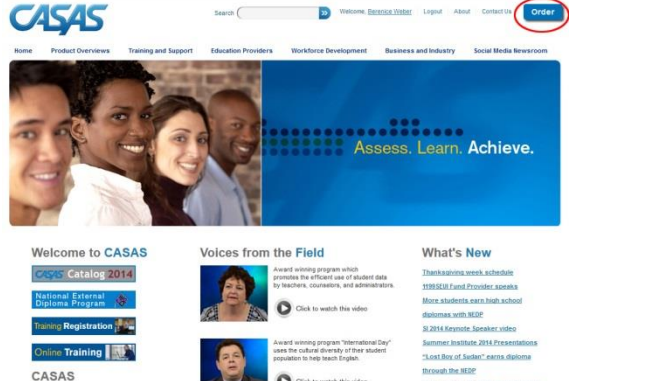
If you are not logged in, your name will not be visible on the top line of the page and the line will read "Login" and "Create Account".



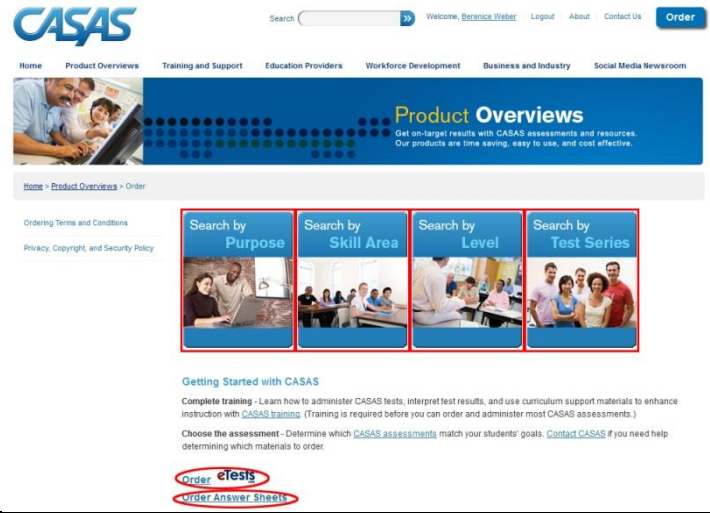
If you are logged in, the word "Welcome" and your name will be visible.



Click on "Order" in the upper right of the page.



Clicking on the "Order" button takes you to the Product Overviews page. Here, you can Search by Purpose, Skill Area, Level, or Test Series by clicking on the large square buttons. There are also direct links to Order eTests or Answer Sheets.



Click on the link for the Assessment or Product of your choice.

Search by
Test Series

Cart (0) | Total US\$0.00

Appraisals

Answer Sheets

Beginning Literacy Reading

CASAS-CAHSEE Readiness Tests

Citizenship

- Citizenship Interview Test (CIT)
- Reading for Citizenship
- Government & History for Citizenship

Employability Reading

Employability Math

Pre-employment / Work Maturity Checklists and Worksite Ratings

Functional Writing

Federal Bureau of Prisons

Life and Work Reading

Life and Work Listening

Life Skills Math

NEEP - National External Diploma Program

Secondary Level Assessment

Spanish Assessment

Special Needs and POWER

Workplace Math

Workplace Reading

Workplace Speaking

Workforce Skills Certification

In the box outlined in blue, type the number of products* you would like to order and click "Add to Cart". For Packages you can use the "click for details" link to see a complete list of products.

Order **eTests**

Workplace-focused LWR185

Life and Work Reading Progress Test, Level C, Form 185R (set of 25)

Workplace-focused LWR185

Your Price US\$75.00/SET

0 Add to Cart >

Life and Work Reading Progress Test, Level C, Form 185R (set of 25)

LWR185

Your Price US\$75.00/SET

1 Add to Cart >

Click to add the product to your cart

Life and Work Reading Progress Test, Level C, Form 185R (set of 25)

LWR185

Your Price US\$75.00/SET

0 Add to Cart >

Life and Work Reading Progress Test, Level D, Form 187R (set of 25)

LWR187

Your Price US\$75.00/SET

0 Add to Cart >

Life and Work Reading Progress Test, Level D, Form 188R (set of 25)

LWR188

Your Price US\$75.00/SET

0 Add to Cart >

Packages

Life and Work Reading Progress Tests Forms 81-84, 185-188, 81X, 82X (set of 4 each)

LWR81-84

Your Price US\$30.00/EACH

0 Add to Cart >

Life and Work Reading Progress Tests Forms 81-84, 185-188, 81X, 82X (set of 4 each)

LWR85-88

Your Price US\$193.00/EACH

0 Add to Cart >

Life and Work Reading Progress Tests Forms 81-84, 185-188, 81X, 82X (set of 4 each)

LWR89-92

Your Price US\$370.00/EACH

0 Add to Cart >

*You *must* type a number in the box to order a product.

Click on the Cart link to proceed to Check-out.

You must be **logged in** to add products to the cart.
Click **Cart** to proceed to Check-out.

Cart (1) | Total US\$75.00

Please do NOT use the browser's back button.
Continue Shopping from Test Series Page

Product #	Description	Qty	Unit	Ext. Price
LWR185	Life and Work Reading Progress Test, Level C, Form 185R (set of 25)	1	25/SET US\$75.00	US\$75.00

Enter coupon or promotion code: **Apply**

Checkout **Remove All**

You are now on the View Cart page, from here you can:

- Continue Shopping
- Modify the Quantity
- Remove the product
- Continue to Checkout

Use the links and buttons for the above functions. Do NOT use your browser's back button or you will interrupt the ordering process.

The "Check Out" button brings you to the Billing and Shipping Address page.

Ship to Billing Address

Bill To

Company Name * CASAS

Name * BERENICE WEBER

Address * 5151 MURPHY CANYON RD

City * SAN DIEGO

State/Prov * California

County *

Country * US

Zip/Postal Code * 92123

Phone * 8582922900

Fax Number *

Email * bweber@casas.org

Ship To

Company Name * CASAS

Name * BERENICE WEBER

Address * 5151 MURPHY CANYON RD

City * SAN DIEGO

State/Prov * California

County *

Country * US

Zip/Postal Code * 92123

Phone * 8582922900

Fax Number *

Email * bweber@casas.org

Continue

Some of the information about your Agency might be already filled-in for you, but you can modify this information.

If the billing and shipping addresses are the same, you can click on "Ship to Billing Address" to automatically fill in the shipping information on the right side of the page.

If the shipping address is different from the billing address, fill in the "Ship to" fields with the required information.

Click "Continue" to proceed.

You can preview all your order information before Placing your Order.
 Review your Bill To and Ship to Name and Address
 If you have a Purchase Order, please enter it in the field.
 Enter your Training Information in the field.
 Review the list of products that you are ordering.
 Scroll down to choose your Shipping and Payment methods.

Please complete all fields, or your order may be delayed.
 In the Training Information field, please include
 Name of person trained, date of training, and name of trainer or online course

Bill To
 CASAS
 BERENICE WEBER
 5151 MURPHY CANYON RD
 SAN DIEGO, CA
 US
 92123

Ship To
 CASAS
 BERENICE WEBER
 5151 MURPHY CANYON RD
 SAN DIEGO, CA
 US
 92123

Purchase Order

Training Information

Qty	Unit	Product Description	Unit Price	Ext. Price
1	SET	LWR185 Life and Work Reading Progress Test, Level C, Form 185R (set of 25)	US\$75.00	US\$75.00
			Subtotal	US\$75.00
			Shipping and Handling	US\$13.36
			TAX	US\$7.08
			Total	US\$95.44

Choose your Shipping Method.
 Please note that when ordering eTests there is a Handling fee.
 Choose your payment method.

For California WIA, Title II Funded Agencies: Please select the "Bill my PO" option. PO # is not required for California WIA, Title II Funded Agencies. *Charges for all materials and UPS Ground Shipping are covered* (disregard the amount shown on the website) by the CASAS contract with the California Department of Education.

Shipping and Handling Fees
NOTE: Not all products are available for expedited shipping
 UPS® ground shipping will be used unless you specify an alternate shipping method from the options shown below.

- (US) Ground - US\$13.36
- (US) 3 Day Select - US\$19.64
- (US) 2nd Day Air - US\$26.16
- (US) Next Day Air - US\$51.42

Please select one of these available payment methods
 For California WIA, Title II Funded Agencies
 Please select the **Bill my PO** option. PO # is not required for California WIA, Title II Funded Agencies. Charges for all materials and UPS Ground Shipping are covered by the CASAS contract with the California Department of Education.

My Credit Card Bill my PO (enter PO # above)

Place your Order

By clicking the Place Your Order button I agree to the CASAS Test Use and Security Agreement and to the CASAS Ordering Terms and Conditions

Please visit our [Ordering Terms and Conditions page](#) for details
 Please visit our [Privacy, Copyright, and Security Policy page](#) for details

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That's it! Your order is placed.

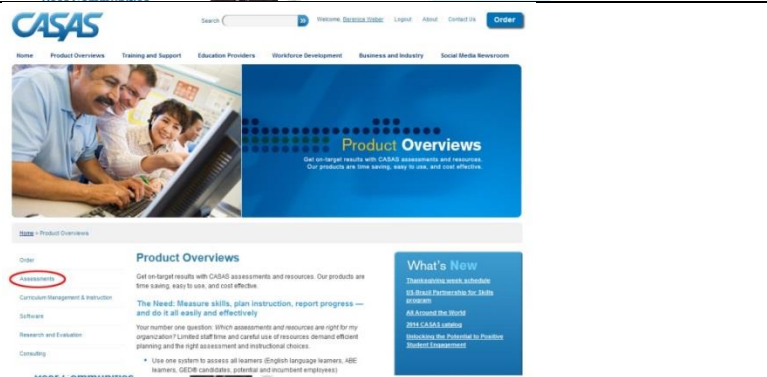


Not sure what to order? You can Browse Products on the website.

Click on "Products Overviews" if you want to learn more about CASAS Products .



From "Products Overviews" click on "Assessments"



From the information page on each Assessment, click on the "Order Now" button to buy products.



You can also browse the CASAS Catalog by clicking the button on the home page.

