

## 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.

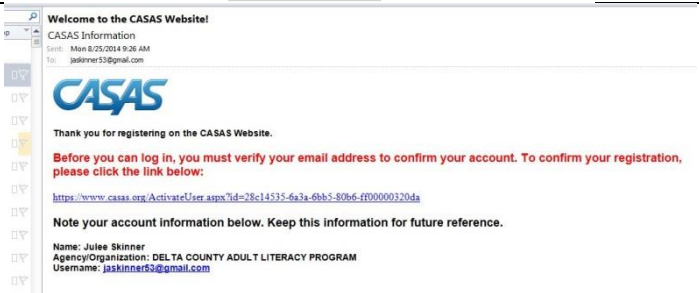


You will now be at the “Create Account” screen. Fill in the fields. Fields marked with a \* are required and must be filled in.

A screenshot of the 'Create New Account' form on the CASAS website. The form includes fields for First Name, Middle Initial, Last Name, Email Address, Password, and Confirm Password, all of which are marked with an asterisk (\*) to indicate they are required. Below these fields is a section for location information, including Country, State, Province / Region (if country other than U.S.), Organization Name, Site Name (if you work for an organization with multiple sites), and Street Address. The 'Create Account' button is visible at the top right of the form.

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.

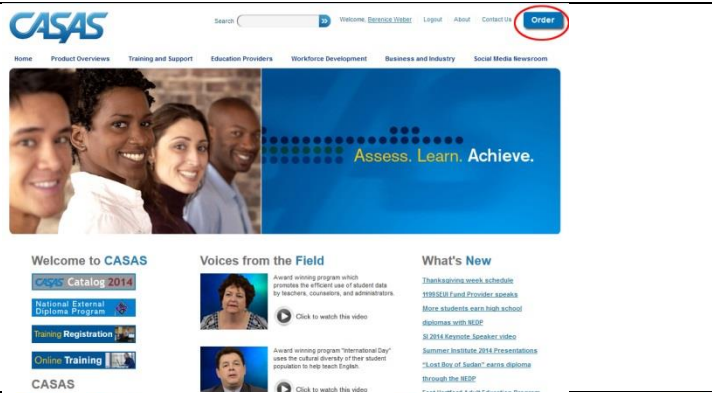
If you are not logged in, your name will not be visible on the top line of the page and the line will read “Login” and “Create Account”.



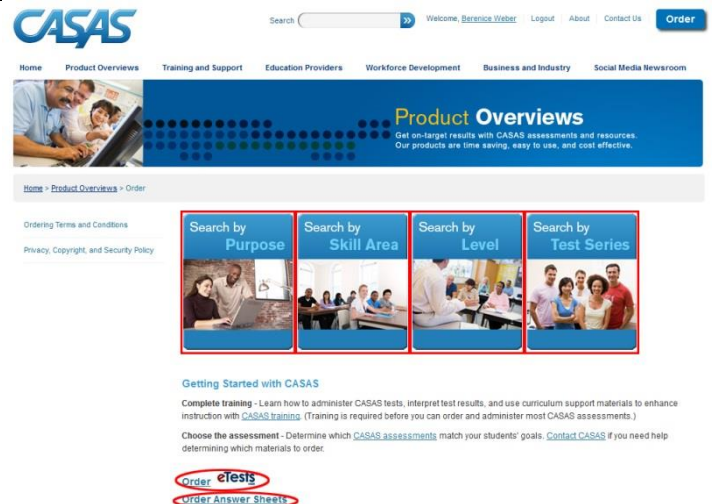
If you are logged in, the word “Welcome” and your name will be visible.



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.



**Cap (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](#)

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[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.

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



	<p>workplace focus® LW10025</p> <p>Life and Work Reading Progress Test, Level C, Form 80R (set of 25) workplace focus® LW10025</p>	<p>0 <a href="#">Add to Cart &gt;</a></p> <p>Your Price <b>\$1575.00</b> SET</p> <p>0 <a href="#">Add to Cart &gt;</a></p>
	<p>Life and Work Reading Progress Test, Level C, Form 100R (set of 25) LW10100</p> <p>Life and Work Reading Progress Test, Level C, Form 100R (set of 25) LW10100</p>	<p>Your Price <b>\$1575.00</b> SET</p> <p>1 <a href="#">Add to Cart &gt;</a></p> <p>Click to add the product to your cart</p> <p>0 <a href="#">Add to Cart &gt;</a></p>
	<p>Life and Work Reading Progress Test, Level D, Form 10TR (set of 25) LW10107</p> <p>Life and Work Reading Progress Test, Level D, Form 10TR (set of 25) LW10108</p>	<p>Your Price <b>\$1575.00</b> SET</p> <p>0 <a href="#">Add to Cart &gt;</a></p> <p>Your Price <b>\$1575.00</b> SET</p> <p>0 <a href="#">Add to Cart &gt;</a></p>

**Packages**

	<p>Life and Work Reading Progress Tests Forms 81-84, 105-108, 81C, 82C (set of 1 each) <a href="#">click for details</a></p>	<p>Your Price <b>\$1850.00</b> EACH</p> <p>0 <a href="#">Add to Cart &gt;</a></p>
	<p>Life and Work Reading Progress Tests Forms 81-84, 105-108, 81C, 82C (set of 1 each) LW10025 <a href="#">click for details</a></p>	<p>Your Price <b>\$1512.00</b> EACH</p> <p>0 <a href="#">Add to Cart &gt;</a></p>
	<p>Life and Work Reading Progress Tests Forms 81-84, 105-108, 81C, 82C (set of 1 each) LW10025 <a href="#">click for details</a></p>	<p>Your Price <b>\$15350.00</b> EACH</p> <p>0 <a href="#">Add to Cart &gt;</a></p>

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.

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.

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)	<input type="text" value="1"/>	25/SET US\$75.00	US\$75.00 <a href="#">Remove</a>

Enter coupon or promotion code:  [Apply](#)

[Checkout](#) [Remove All](#)

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

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.

Bill To		Ship To	
Company Name *	CASAS	Company Name *	CASAS
Name *	BERENICE WEBER	Name *	BERENICE WEBER
Address *	5151 MURPHY CANYON RD	Address *	5151 MURPHY CANYON RD
City *	SAN DIEGO	City *	SAN DIEGO
State/Prov *	California	State/Prov *	California
County		County	
Country *	US	Country *	US
Zip/Postal Code *	92123	Zip/Postal Code *	92123
Phone *	8582922900	Phone	8582922900
Fax Number		Fax Number	
Email *	bweber@casas.org	Email	bweber@casas.org

Continue

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 WIOA, Title II Funded Agencies:** Please select the “Bill my PO” option. PO # is not required for California WIOA, 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.**

Standard ground shipping will be used unless you specify an alternate shipping method from the options shown below.

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

Please select one of these available payment methods

For California WIOA, Title II Funded Agencies

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

- ☒ **Bill 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.

