

## 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.

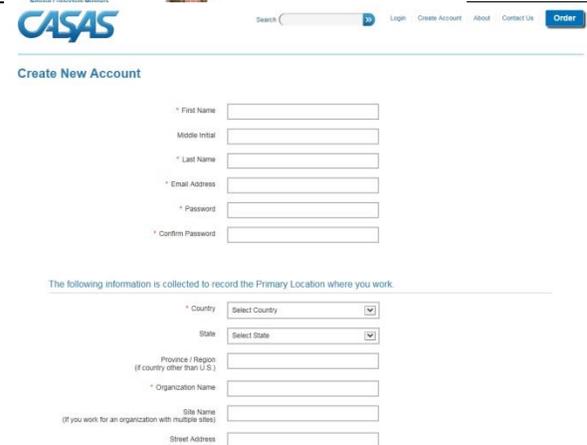
- If you do not have a CASAS website user account, follow the instructions below.
- If you already have an account, skip to the next section, “How to Order Online”.

## How to create a CASAS website user account

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

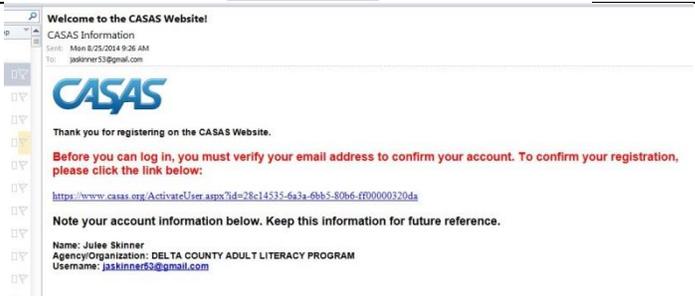


You will now be at the “Create Account” screen. Fill in the fields. Fields marked with a \* are required and must be filled in.



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".



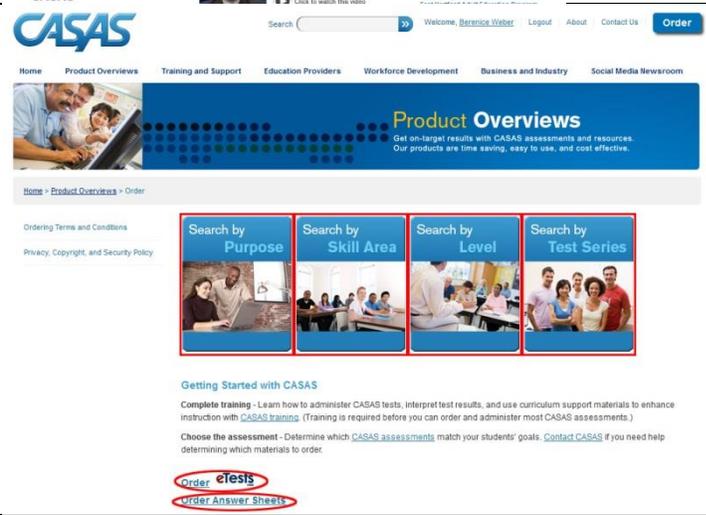
If you are logged in, the word "Welcome" and your name will be visible.



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.



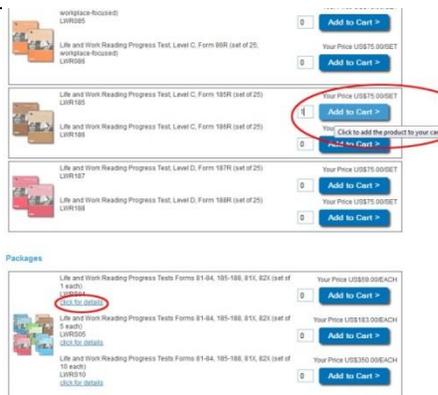
Click on the link for the Assessment or Product of your choice.



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  
NEDP - 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.



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

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



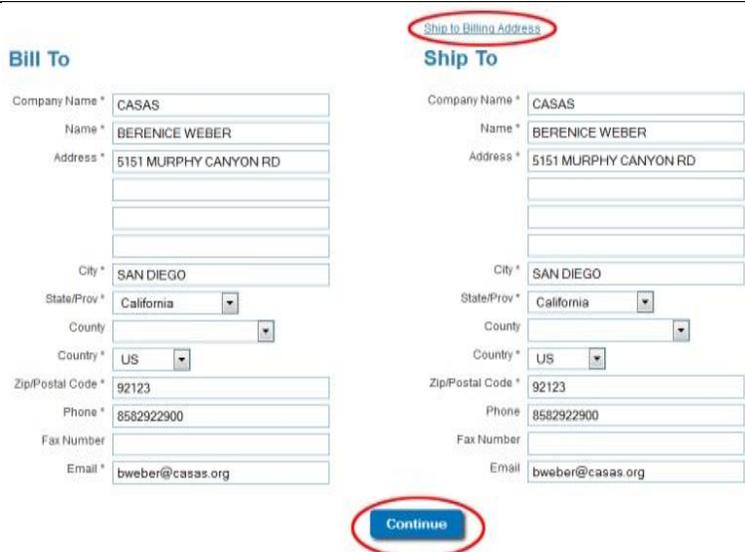
You are now on the View Cart page, from here you can:

- 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.

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.

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.

- (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.

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

© 2014 by CASAS. All rights reserved.

Privacy Policy Site Map Contact Us Feedback Follow us on

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.

