



# Online Database Instructions

American Society of Professional Estimators  
Society Business Office - Nashville, TN

These step-by-step instructions should make your online database experience a more user-friendly one and far less time consuming. Thank you for your membership, time, efforts and contributions! – ASPE Staff

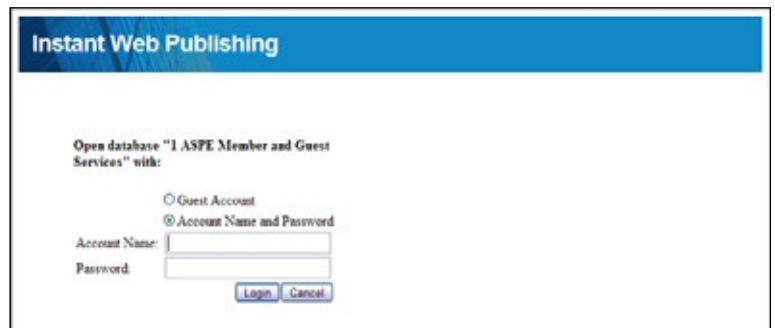
## Step 1.

Make sure you are at this URL:  
<https://secure.aspenational.org>  
Then click the entrance link.



## Step 2.

Click the round "Account Name and Password" button. Then enter your **member number** in the **Account Name** field. Then enter your **email address** in the **Password** field, then click the login button.



## Step 3.

Under "Welcome" you will see your name and member number.

Under "Members" you have 3 links just for you.  
1) Your home page  
2) Changed my password  
3) Renew Your Membership

Click the "Renew Your Membership" link to proceed.





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## Step 4.

Verify your information is correct.

If you would like to donate to the Sustaining Member Fund, enter dollar amount where you see the words "Enter Amt" next to Sustaining Dues Renewing.

Once you have verified that the information is correct, click the Contact Info tab at the top (under your name and information).

Your Name  
Your Information

Our Catalog | Your Cart | **Contact Info** | Check Out | Status

ready | incomplete | incomplete

How can we help? Buy Online or Call 615-316-9200

**Your Purchases**  
Items you are purchasing

DREN	1	Member Dues Package	1		\$0.00
DC201	1	\$20.00 Chapter Dues Renewal	2		\$20.00
DN201	1	\$190.00 National Dues Renewal	3		\$190.00
DN202	1	\$0.00 MIAL Renewal Dues	4		\$0.00
DF105	1	Enter Amt Sustaining Dues Renewing	5		\$0.00

5 Items Subtotaling \$210.00  
Tax 0.00  
Shipping \$0.00  
Total Transaction \$210.00

Cancel / Delete

Required Fields

## Step 5.

Verify your contact information and preferred shipping address are correct.

Then click/choose which email address, phone number, and home or office for shipping.

Once completed this, click on the Check Out tab at the top (under your name and information).

Your Name  
Your Information

Our Catalog | Your Cart | **Contact Info** | Check Out | Status

ready | incomplete | incomplete

How can we help? Buy Online or Call 615-316-9200

**How to Contact You**

Email Address  [Use](#)  
Contact No.  [Use \(513\) 885-9000](#)  
[Use \(513\) 881-8800](#)

**Ship to Address**

First Last   
Company Address   
City State Zip   
Phone

[Use Home Address](#)  
[Use Office Address](#)

Cancel / Delete

Required Fields

## Step 6.

Fill out the form accordingly, then click "Submit Edits" on the far right side (next to the credit card logos).

Your Name  
Your Information

Our Catalog | Your Cart | Contact Info | **Check Out** | Status

ready | ready | incomplete

How can we help? Buy Online or Call 615-316-9200

**Payment Information**

Total Transaction  [About Our Secure Credit Card Server](#)

Examples **1 Enter Credit Card Information**

Card Type

Expiration Month   
Expiration Year   
Validation No.   
Card No.

**2 Enter First and Last Name exactly as it reads on the card**

John Doe First Name  Last Name

**3 Enter Billing Address of the Card Holder (must match your statement)**

115 Main St Statement Address   
Nashville TN 37214 City  2-Digit State Abbrev.  5-Digit Zip Code   
(example data)

Check to Agree to Pay ASPE

Submit Edits

Cancel / Delete

Required Fields



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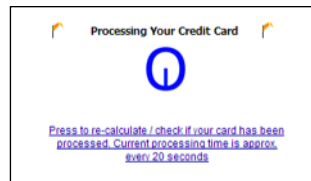
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## Step 7.

Click the Submit button at the bottom of the page.  
(...the flags on each side indicate that you are almost at the finish line...)

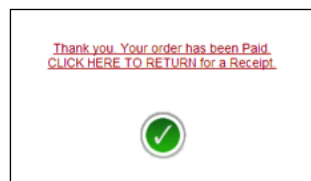
## Step 8.

If after 25 - 30 seconds the clock is still spinning,  
click it again.



## Step 9.

You have successfully renewed your membership!



## Step 10.

Print for your records.

If for any reason you experience difficulties during  
this process, please call the Society Business Office.

615-316-9200