

ASC Extranet Application

AMC Tab

User Guide

July 9, 2018

ASC Extranet Application

AMC Tab

The new AMC tab found on the ASC Extranet application (Extranet) allows the State User the ability to modify their State's AMC Registry data. This guide will provide you with step-by-step instruction of how to perform several important functions.

Operations covered in this guide:

1. Logging Onto Extranet
2. Home Screen
3. User Roles
4. Adding New AMC Registration
5. Updating Existing AMC Registration Information
6. Overview of Reports/Invoice/File Upload Tabs

ASC Extranet Application

Logging onto the ASC Extranet

The following slides will take you through the process of logging onto the Extranet. If you require access (or would like a member of staff to have access) to the Extranet, please contact your designated State Authorized Registry Official.

The website URL for the Extranet is: <https://extranet.asc.gov/>. If you have any issues accessing this website, please contact ASC staff.

Please Note: Any information created and/or edited via the Extranet will be displayed on the AMC Registry and is assumed to be accurate. As a State User, you have the ability to modify data related to an AMC's registration (with the exception of the registration number, effective and expiration dates) at any time. All modifications are captured and are available for review in the AMC's registration history section.

ASC Extranet Application

Logging In

Enter your User Name and Password to gain access to the Extranet.

Your User Name and Password are provided by the ASC at the request of your State Authorized Registry Official.

Appraisal Subcommittee Extranet 

Please Sign In

User Name

Password

[Login](#)

*****Warning*****
U.S. GOVERNMENT COMPUTER SYSTEM
If you are not authorized to access this system, disconnect now. This is a U.S. Government computer system subject to Federal Law. Unauthorized attempts to upload or otherwise alter data, programming language, or any other part of the Appraisal Subcommittee's (ASC) systems are strictly prohibited and are subject to civil action and/or criminal prosecution. Consistent with the above, anyone using this system expressly consents to monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, the ASC may provide the evidence of such monitoring to law enforcement officials.
*****Warning*****

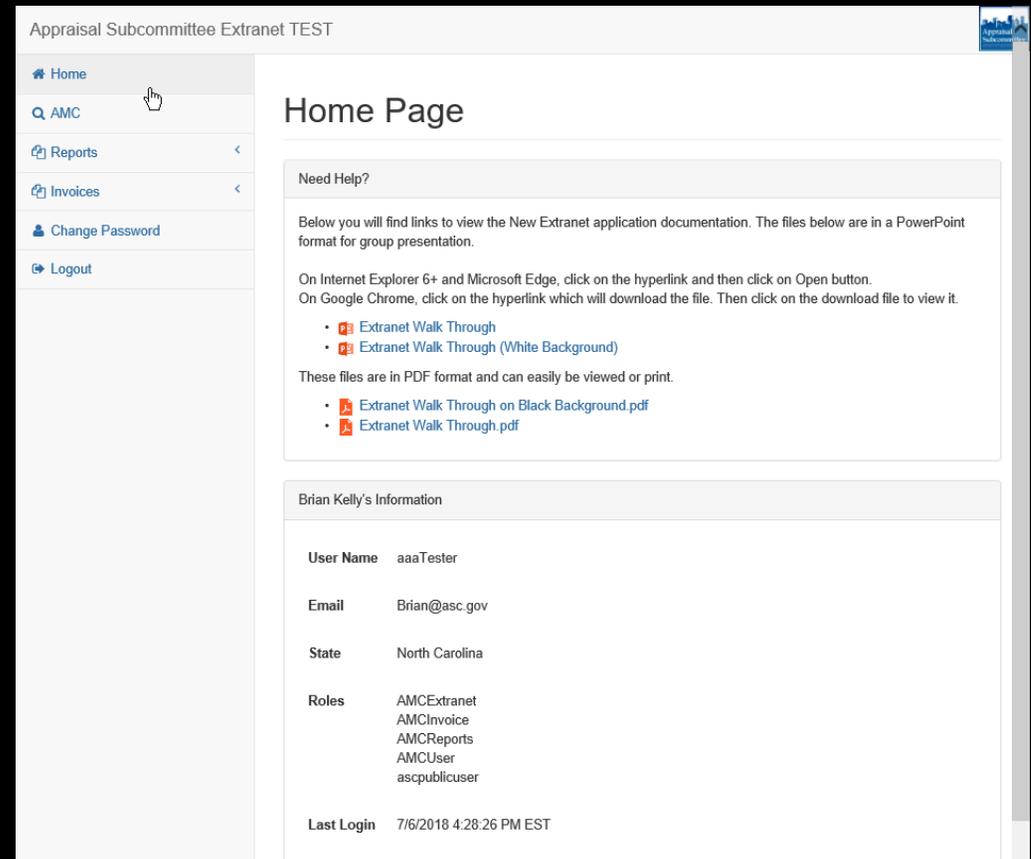
Please note: Your log in will timeout after 30 minutes of non use.

ASC Extranet Application

Home Page

The Home Page contains several valuable resources and allows you access to all of the features afforded to your assigned User Role(s). User Roles can be reassigned at any time by having the State Authorized Registry Official contact the ASC.

Now let's review the various sections found on the Home Page.



The screenshot shows the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with links for Home, AMC, Reports, Invoices, Change Password, and Logout. The main content area is titled 'Home Page' and includes a 'Need Help?' section with instructions on how to view documentation and links to PowerPoint files and PDFs. Below this is a 'Brian Kelly's Information' section displaying user details.

Brian Kelly's Information	
User Name	aaaTester
Email	Brian@asc.gov
State	North Carolina
Roles	AMCExtranet AMCInvoice AMCReports AMCUser ascpublicuser
Last Login	7/6/2018 4:28:26 PM EST

ASC Extranet Application

Home Page Continued

In the slide above we spoke of User Roles. There are several types of User Roles, for example:

1. AMC User
2. Report User
3. Invoice User

Appraisal Subcommittee Extranet TEST

Home Page

Need Help?

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On Internet Explorer 6+ and Microsoft Edge, click on the hyperlink and then click on Open button.
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- [Extranet Walk Through](#)
- [Extranet Walk Through \(White Background\)](#)

These files are in PDF format and can easily be viewed or print.

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ASC Extranet Application

Home Page Continued

User Roles Definitions:

1. AMC User – This User Role allows the user to input and access AMC registration data.
2. Report User – There are several reports which will be made available to State Users. These include, for example, reports detailing data errors or daily change logs for your State's registration information. More reports are being developed and will be added as they become available.
3. Invoice User – State Users with this User Role will now have the ability to access copies of their AMC Registry invoices.

ASC Extranet Application

Home Page Continued

On the left of the Home Page, you will find the main navigation tabs. You may jump to any of these functions by clicking on the associated tab.

We will be reviewing each tab's functionality later in this presentation.

Appraisal Subcommittee Extranet TEST

Home
AMC
Reports
Invoices
Change Password
Logout

Home Page

Need Help?

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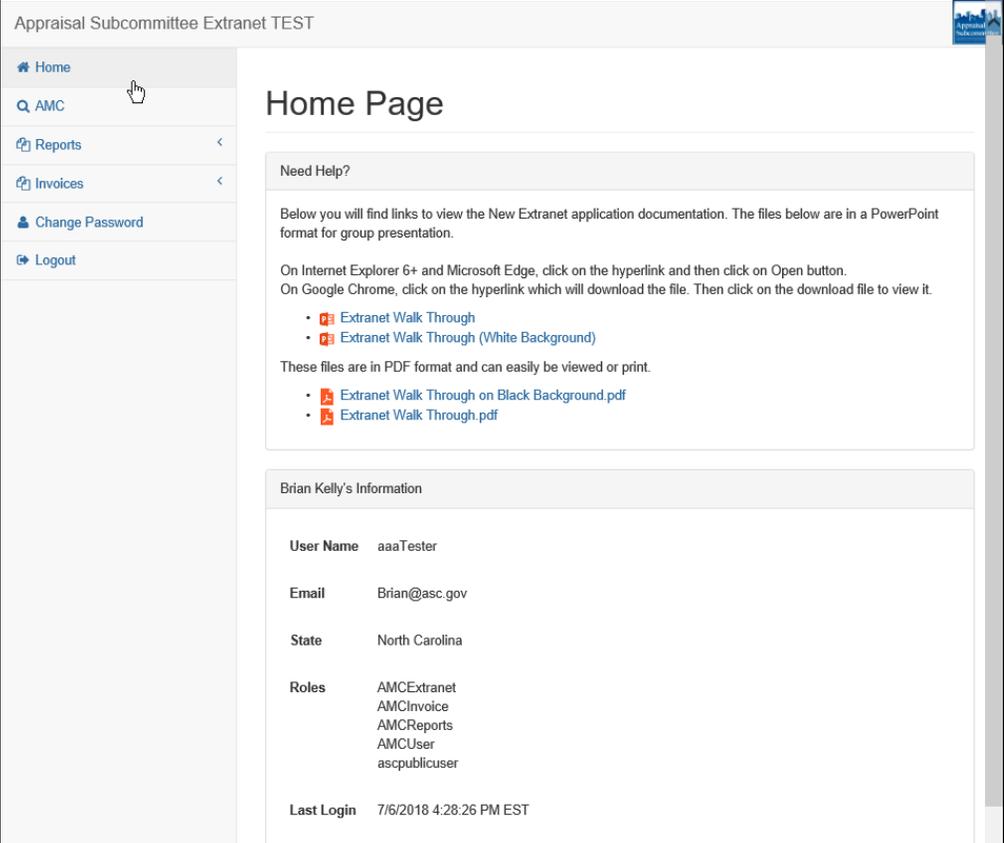
ASC Extranet Application

AMC Registration Query

Follow the instructions below to search for an AMC's registration information.*

On the left side of the Home Page, select the "AMC" Tab.

*Please note: It is not possible to add an AMC to the AMC Registry without first performing a search to ensure the AMC is not currently on the AMC Registry.



Appraisal Subcommittee Extranet TEST

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AMC
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Invoices
Change Password
Logout

Home Page

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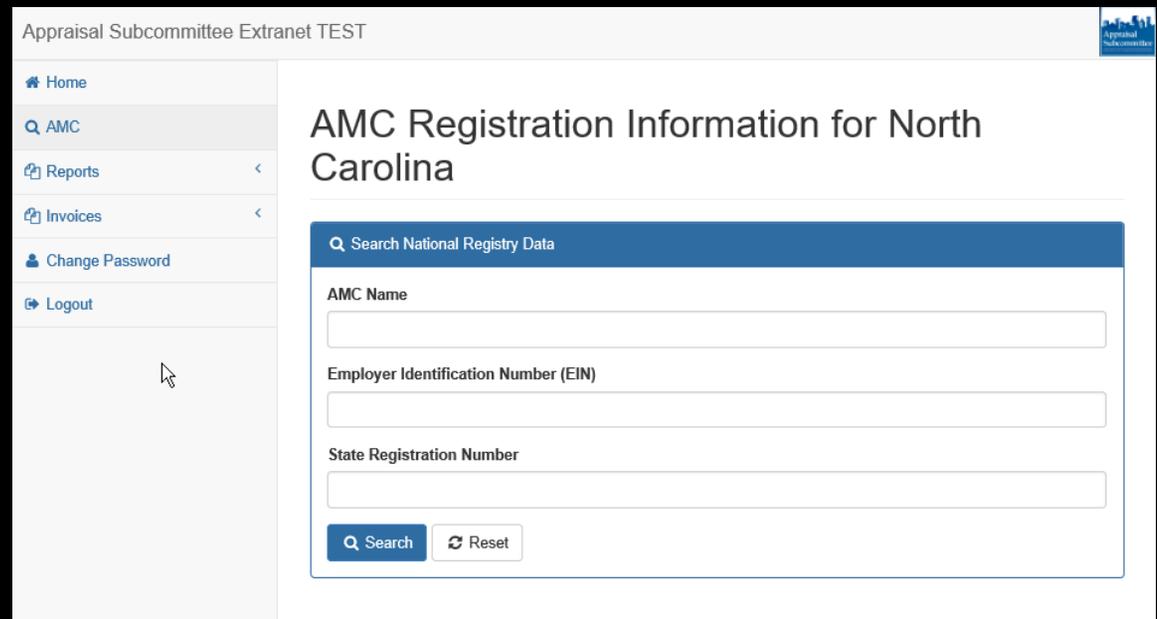
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ASC Extranet Application

AMC Registration Query Continued

This search screen displays the various criteria available. You may search by any criteria; however, the fewer criteria entered, the greater number of results returned.



The screenshot displays the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with the following items: Home, AMC, Reports, Invoices, Change Password, and Logout. The main content area is titled 'AMC Registration Information for North Carolina'. Below the title is a search bar labeled 'Search National Registry Data'. The search criteria include three text input fields: 'AMC Name', 'Employer Identification Number (EIN)', and 'State Registration Number'. At the bottom of the search area are two buttons: 'Search' and 'Reset'.

ASC Extranet Application

AMC Registration Query Continued

The Search Results screen provides several sortable pieces of information. Among those shown are the State Registration Number, Employer Identification Number (EIN) and all associated Doing Business As (DBA).

The screenshot shows the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with links for Home, AMC, Reports, Invoices, Change Password, and Logout. The main content area is titled 'Search Results for North Carolina'. It features a search bar with the text 'Search Results for North Carolina', a '+ Add AMC' button, and a 'New Search' button. Below the search bar, there is a 'Show 10 entries' dropdown and a search input field. A table displays the search results with columns for State Registration Number, AMC Name, EIN, DBA, and Status. The table contains one entry: State Registration Number 1234, AMC Name Test AMC 1, EIN 49-3739893, and Status Inactive. An 'Edit' button is visible next to the entry. At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons.

State Registration Number	AMC Name	EIN	DBA	Status	
1234	Test AMC 1	49-3739893		Inactive	Edit

ASC Extranet Application

AMC Registration Query Continued

If the AMC you were searching for does not appear in the returned results, you may select “Add AMC.”

“Add AMC” will allow you to add a new AMC’s required information to the AMC Registry.

Appraisal Subcommittee Extranet TEST

Home
AMC
Reports
Invoices
Change Password
Logout

Search Results for North Carolina

Search Results for North Carolina [+ Add AMC](#) [New Search](#)

Show 10 entries Search:

State Registration Number	AMC Name	EIN	DBA	Status	
1234	Test AMC 1	49-3739893		Inactive	Edit

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

ASC Extranet Application

Adding a New AMC Continued

This page allows you to enter the AMC's information, including name, EIN and registration number.

Once this information has been entered and verified for accuracy, select "Create" and you will automatically be taken to the next section to be completed.

Please note: All required fields must be completed before proceeding.

The screenshot shows the 'Add AMC' form in the 'Appraisal Subcommittee Extranet TEST' application. The page title is 'Add AMC'. A navigation menu on the left includes 'Home', 'AMC', 'Reports', 'Invoices', 'Change Password', and 'Logout'. The form itself has a blue header 'Add AMC' and a red banner indicating 'Red* = Required fields'. The form is titled 'AMC Information' and contains four required fields: 'Registered State*' (with 'North Carolina' entered), 'Employer Identification Number (EIN)', 'AMC Name*', and 'State Registration Number*'. At the bottom, there are 'Create' and 'Reset' buttons.

ASC Extranet Application

Adding a New AMC Continued

If a record exists with the same registration number, you will receive this page which displays the record(s) containing the same registration number or other matching criteria.

Please verify the entered data before proceeding.

Appraisal Subcommittee Extranet TEST

Home
AMC
Reports
Invoices
Change Password
Logout

Add AMC

AMC Registration(s) Found

There is at least one AMC registration that matches the information you have entered. Would you like to edit the existing AMC registration?

Show 10 entries Search:

Registered State	State Registration Number	AMC Name	EIN	DBA	Status	
NC	1234	Test AMC 1	49-3739893		Inactive	Edit

Showing 1 to 1 of 1 entries Previous 1 Next

Add AMC

Red* = Required fields

AMC Information

Registered State*
North Carolina

Employer Identification Number (EIN)

AMC Name*
Test AMC 1

State Registration Number*
1234

ASC Extranet Application

Adding a New AMC Continued

In the AMC Information section, you will find the Phone Number entry section along with two mandatory fields:

- description of Operation Type
- whether or not Federally Regulated

Please note: All required fields must be completed before proceeding.

The screenshot displays the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with links for Home, AMC, Reports, Invoices, Change Password, and Logout. The main content area is titled 'AMC Registration Details' and includes 'Save AMC' and 'Cancel' buttons. A red banner indicates 'Red* = Required fields'. The 'AMC Information' section contains the following fields: 'Company Name*' (with 'Test AMC 2' entered), 'Employer Identification Number (EIN)' (with '59-1111111' entered), and 'Phone Number'. The 'Operation Type*' section has two radio button options: 'Single State (panel of more than 15 appraisers)' and 'Multi-State (panel of 25 or more appraisers in two or more States)'. The 'Federally Regulated*' section has two radio button options: 'Yes' and 'No'. At the bottom, there is a 'Doing Business As (DBA)' section with an 'Add Item' button and a 'Name' input field.

ASC Extranet Application

Adding a New AMC Continued

In the AMC Information section, you may add DBA information.

The DBA entry is a simple text field which associates all DBAs with this AMC's particular registration number.

Please note: All required fields must be completed before proceeding.

The screenshot displays the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with links for Home, AMC, Reports, Invoices, Change Password, and Logout. The main content area is titled 'AMC Registration Details' and includes 'Save AMC' and 'Cancel' buttons. A red banner indicates 'Red* = Required fields'. The 'AMC Information' section contains the following fields: 'Company Name*' (with 'Test AMC 2' entered), 'Employer Identification Number (EIN)' (with '59-1111111' entered), and 'Phone Number'. The 'Operation Type*' section has two radio button options: 'Single State (panel of more than 15 appraisers)' and 'Multi-State (panel of 25 or more appraisers in two or more States)'. The 'Federally Regulated*' section has 'Yes' and 'No' radio buttons. At the bottom, the 'Doing Business As (DBA)' section has an '+ Add Item' button and a 'Name' text field.

ASC Extranet Application

Adding a New AMC Continued

The AMC address section is where you will enter the AMC address.

If this is an address in a foreign country, please select the box at the top of the page. If selected, the listed mandatory fields are replaced by standard text entry fields.

The ASC uses a Zip/FIPS program which determines the appropriate county information based on the entered address. You may modify the county name at any time.



Address is in a foreign country

Address Line 1

Address Line 2

City*

State*
Select a State

Zip*

County

ASC Extranet Application

Adding a New AMC Continued

The next block is mandatory: “Has AMC been operating in the State for more than a year?”

Has AMC been operating in the State for more than a year?*

Yes No

Please Note: If an AMC has been operating in the State for more than a year, select “Yes” and you will be given the option to enter a registry fee for more than one year.

ASC Extranet Application

Adding a New AMC Continued

Once a selection is made, the following additional information entry fields become available for completion.

Has AMC been operating in the State for more than a year?*

Yes No

National Registry Term One

Annual Registry Fee Based On:

Beginning Date*

Ending Date*

Annual Registry Term:

Beginning Date*

Ending Date*

Number of Appraisers* (See Informational Box)

Amount per Appraiser

Invoice Amount

ASC Extranet Application

Adding a New AMC Continued

The “Annual Registry Fee Based On” section has two mandatory fields:

- Beginning Date
- Ending Date

Enter the 12-month period of time the State has determined to use for calculation of the AMC registry fee.

Has AMC been operating in the State for more than a year?*

Yes No

National Registry Term One

Annual Registry Fee Based On:

Beginning Date*

Ending Date*

Annual Registry Term:

Beginning Date*

Ending Date*

Number of Appraisers* (See Informational Box)

Amount per Appraiser

Invoice Amount

0
\$25.00
\$0.00

ASC Extranet Application

Adding a New AMC Continued

The “Annual Registry Term” section has two mandatory fields:

- Beginning Date
- Ending Date

Enter the 12-month period of time the AMC registry fee covers (this coincides with the AMC’s effective and expiration dates explained further below).

Has AMC been operating in the State for more than a year?*

Yes No

National Registry Term One

Annual Registry Fee Based On:

Beginning Date*

01/01/2016

Ending Date*

12/31/2016

Annual Registry Term:

Beginning Date*

07/01/2018

Ending Date*

06/30/2019

Number of Appraisers* (See Informational Box)

0

Amount per Appraiser

\$25.00

Invoice Amount

\$0.00

ASC Extranet Application

Adding a New AMC Continued

“Number of Appraisers” section:

Enter the number of appraisers used to calculate the AMC registry fee.

The Invoice Amount is automatically generated in the Invoice Amount area.

Has AMC been operating in the State for more than a year?*

Yes No

National Registry Term One

Annual Registry Fee Based On:

Beginning Date*

01/01/2016

Ending Date*

12/31/2016

Annual Registry Term:

Beginning Date*

07/01/2018

Ending Date*

06/30/2019

Number of Appraisers* (See Informational Box)

50

Amount per Appraiser

\$25.00

Invoice Amount

\$1250.00

Informational Box

1. In the case of an AMC that has been in existence for more than a year:
Enter the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in the State during the previous year as determined by the State.
2. In the case of an AMC that has not been in existence for more than a year:
Enter the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in the State since the AMC commenced business as determined by the State.
3. In the case of a multi-year assessment:
Enter the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in the State during each year assessed.

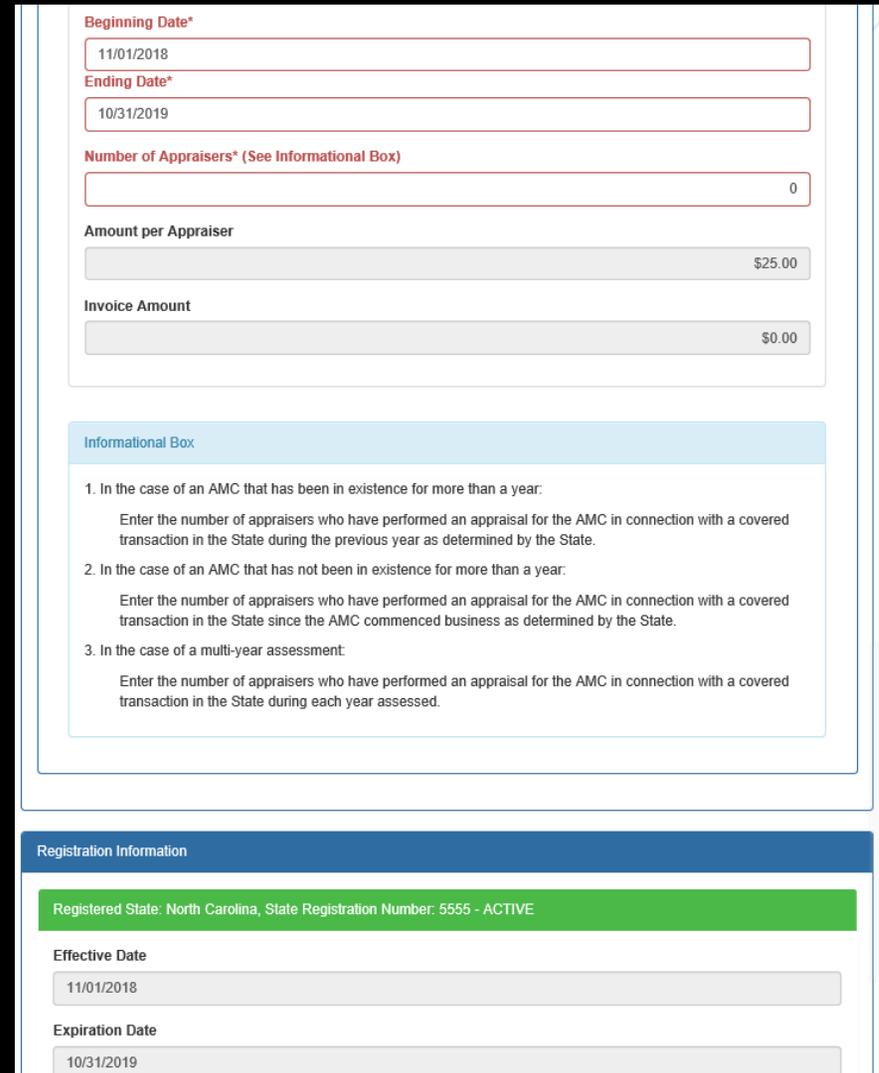
ASC Extranet Application

Adding a New AMC Continued

The “Registration Information” section displays the pertinent AMC registration information.

As shown in this example, the listed Effective and Expiration dates mirror those dates which were entered in the Annual Registry Term section above.

These dates cannot be changed within the Registration Information area.



Beginning Date*
11/01/2018

Ending Date*
10/31/2019

Number of Appraisers* (See Informational Box)
0

Amount per Appraiser
\$25.00

Invoice Amount
\$0.00

Informational Box

1. In the case of an AMC that has been in existence for more than a year:
Enter the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in the State during the previous year as determined by the State.
2. In the case of an AMC that has not been in existence for more than a year:
Enter the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in the State since the AMC commenced business as determined by the State.
3. In the case of a multi-year assessment:
Enter the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in the State during each year assessed.

Registration Information

Registered State: North Carolina, State Registration Number: 5555 - ACTIVE

Effective Date
11/01/2018

Expiration Date
10/31/2019

ASC Extranet Application

Editing an AMC's Data

To modify an existing AMC's information, select the AMC tab on the left hand side of the screen.

Appraisal Subcommittee Extranet TEST

- Home
- AMC
- Reports
- Invoices
- Change Password
- Logout

Home Page

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Editing an AMC's Data Continued

This search screen displays the various criteria available. You may search by any criteria; however, the fewer criteria entered, the greater number of results returned.

The screenshot displays the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with the following items: Home, AMC (highlighted), Reports, Invoices, Change Password, and Logout. The main content area is titled 'AMC Registration Information for North Carolina'. Below the title is a search bar labeled 'Search National Registry Data'. The search criteria include three text input fields: 'AMC Name', 'Employer Identification Number (EIN)', and 'State Registration Number'. At the bottom of the search area are two buttons: 'Search' and 'Reset'.

ASC Extranet Application

Editing an AMC's Data Continued

Select "Edit" next to the AMC's data you would like to update.

Use this procedure to update AMC information.

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State Registration Number	AMC Name	EIN	DBA	Status	
1234	Test AMC 1	49-3739893		Inactive	Edit

ASC Extranet Application

Editing an AMC's Data Continued

The selected AMC's data will be displayed (partial screenshot).

AMC Information

Company Name*
Test AMC 1

Employer Identification Number (EIN)
55-5555555

Phone Number

Operation Type*

Single State (panel of more than 15 appraisers)
 Multi-State (panel of 25 or more appraisers in two or more States)

Federally Regulated*

Yes No

Doing Business As (DBA) + Add Item

Name

Address is in a foreign country

Address Line 1
555 N Main Rd

Address Line 2

City*
Moyock

ASC Extranet Application

Editing an AMC's Data Continued

The selected AMC's data will be displayed (partial screenshot).

Has AMC been operating in the State for more than a year?*

Yes No

National Registry Term One

Annual Registry Fee Based On:

Beginning Date*
01/01/2016

Ending Date*
12/31/2016

Annual Registry Term:

Beginning Date*
07/01/2018

Ending Date*
06/30/2019

Number of Appraisers* (See Informational Box)
50

Amount per Appraiser
\$25.00

Invoice Amount
\$1250.00

Informational Box

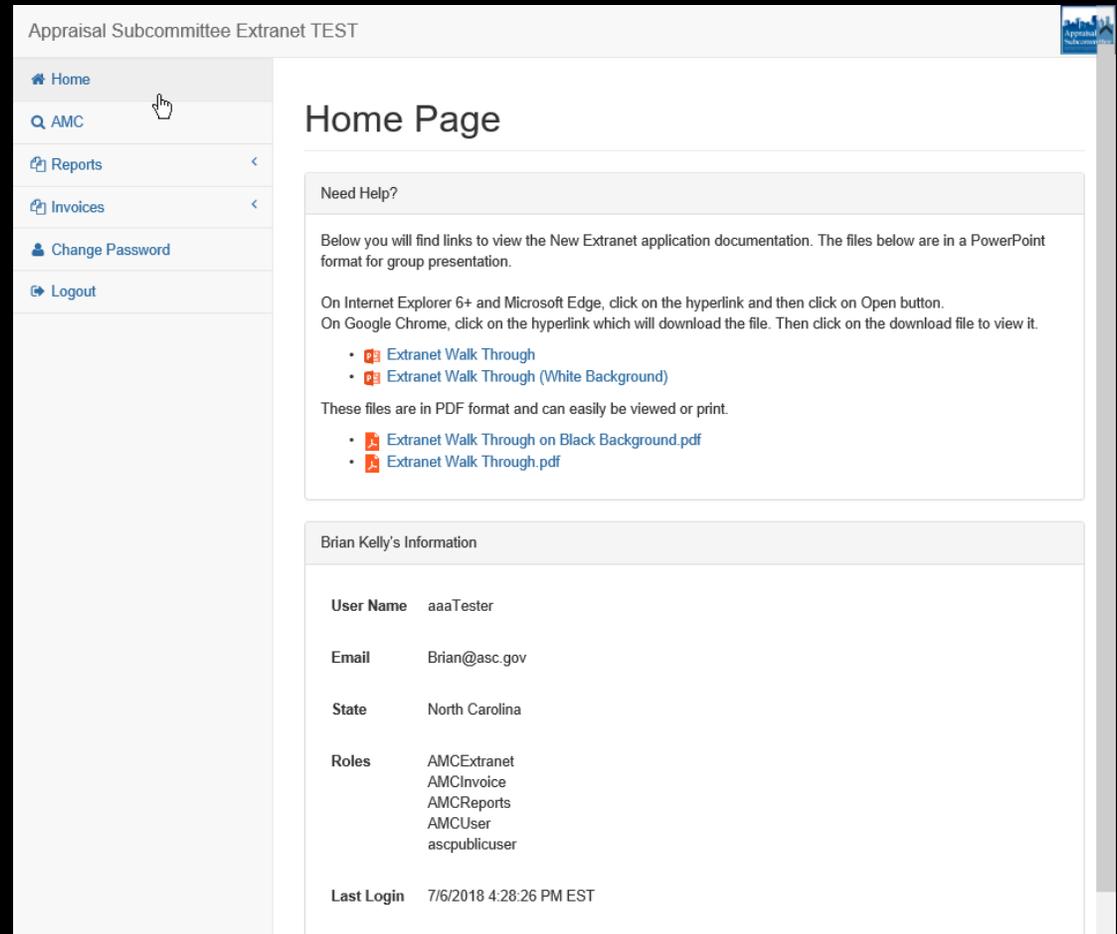
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3. In the case of a multi-year assessment:
Enter the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in the State during each year assessed.

ASC Extranet Application

AMC Reports

AMC reports are available in the Reports tab and on the Home Page.

If you have any questions concerning the information contained in any report, please contact ASC staff.



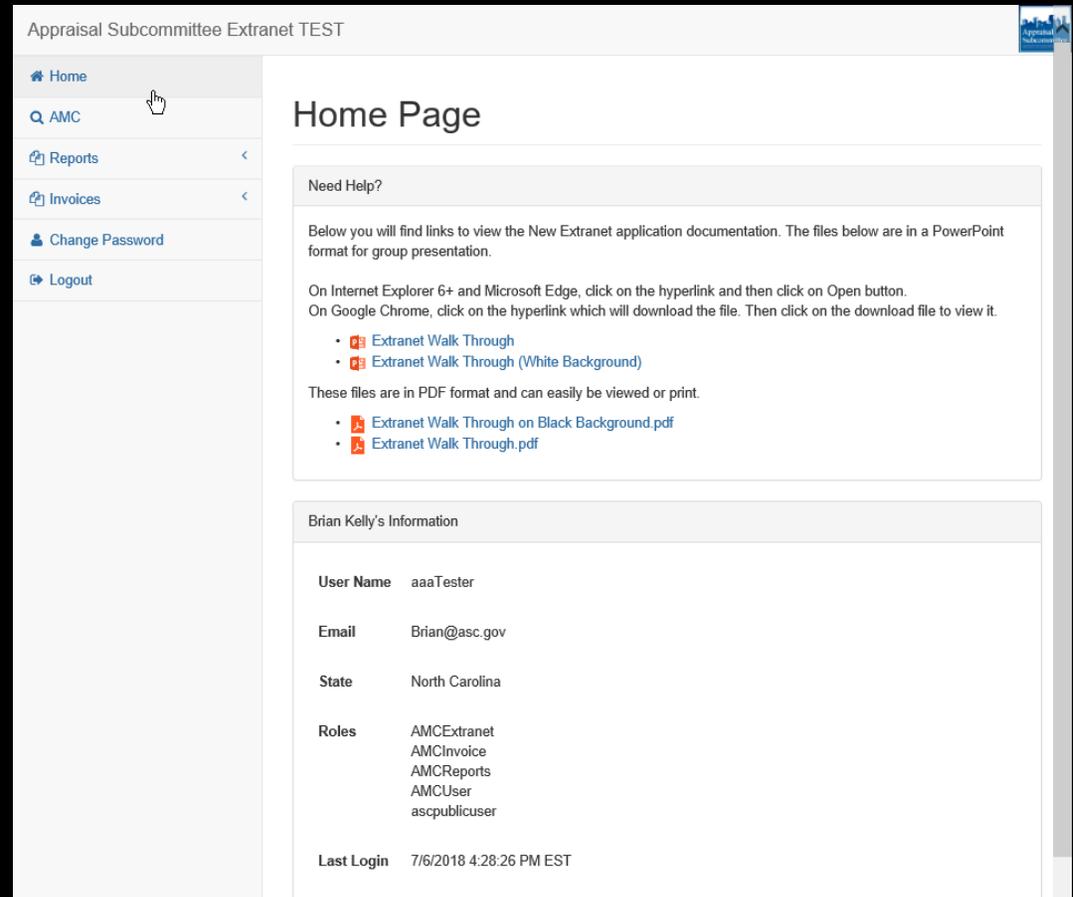
The screenshot displays the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with the following items: Home (with a hand cursor), AMC (with a search icon), Reports (with a folder icon and a right arrow), Invoices (with a folder icon and a right arrow), Change Password (with a person icon), and Logout (with a door icon). The main content area is titled 'Home Page' and contains a 'Need Help?' section with instructions on how to view application documentation. Below this is a section for 'Brian Kelly's Information' which lists user details.

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Email	Brian@asc.gov
State	North Carolina
Roles	AMCExtranet AMCInvoice AMCReports AMCUser ascpublicuser
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ASC Extranet Application

Invoices Tab

You may access your monthly registry invoice for review and download via the Invoices tab.



The screenshot shows the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with links for Home, AMC, Reports, Invoices, Change Password, and Logout. The 'Invoices' tab is highlighted. The main content area is titled 'Home Page' and contains a 'Need Help?' section with instructions for viewing documentation in PowerPoint and PDF formats. Below this is a section for 'Brian Kelly's Information' with user details.

Appraisal Subcommittee Extranet TEST

Home Page

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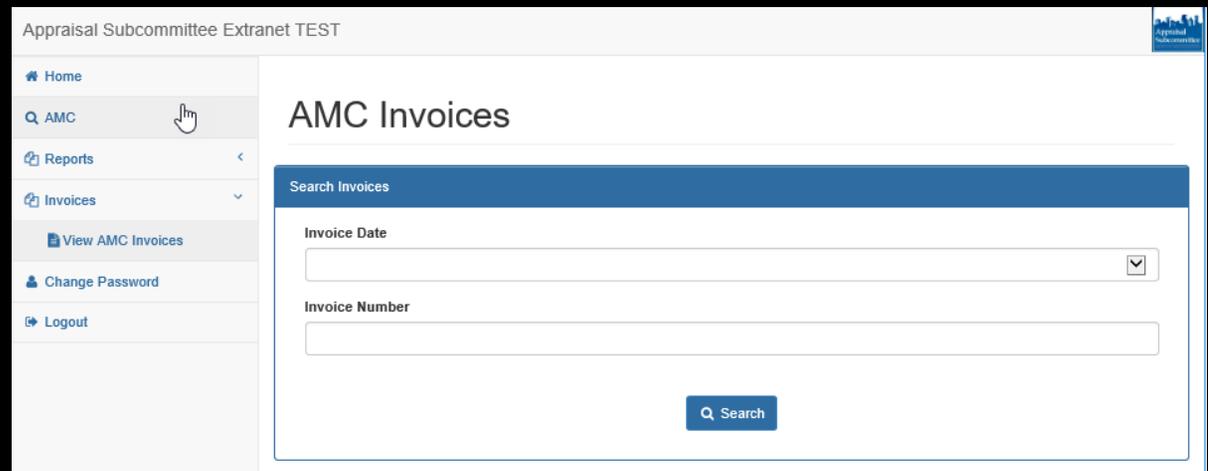
User Name	aaaTester
Email	Brian@asc.gov
State	North Carolina
Roles	AMCExtranet AMCInvoice AMCReports AMCUser ascpublicuser
Last Login	7/6/2018 4:28:26 PM EST

ASC Extranet Application

Invoices Tab Continued

Invoices may be searched by the Invoice Number or Invoice Date (date invoice was generated).

All registry invoices are generated on the 25th of every month. Invoices are emailed to authorized personnel.



The screenshot displays the 'Appraisal Subcommittee Extranet TEST' interface. On the left is a navigation menu with the following items: Home, AMC (highlighted with a mouse cursor), Reports, Invoices, View AMC Invoices, Change Password, and Logout. The main content area is titled 'AMC Invoices' and features a search section. The search section has a blue header 'Search Invoices' and two input fields: 'Invoice Date' with a dropdown arrow and 'Invoice Number'. A blue 'Search' button is located at the bottom right of the search area.

Thank you for taking the time to review this presentation. ASC staff is available to provide training/consultation on any aspect of the AMC Registry and/or the Extranet Application.

Feel free to contact ASC staff at
Webmaster@asc.gov or 202.289.2735