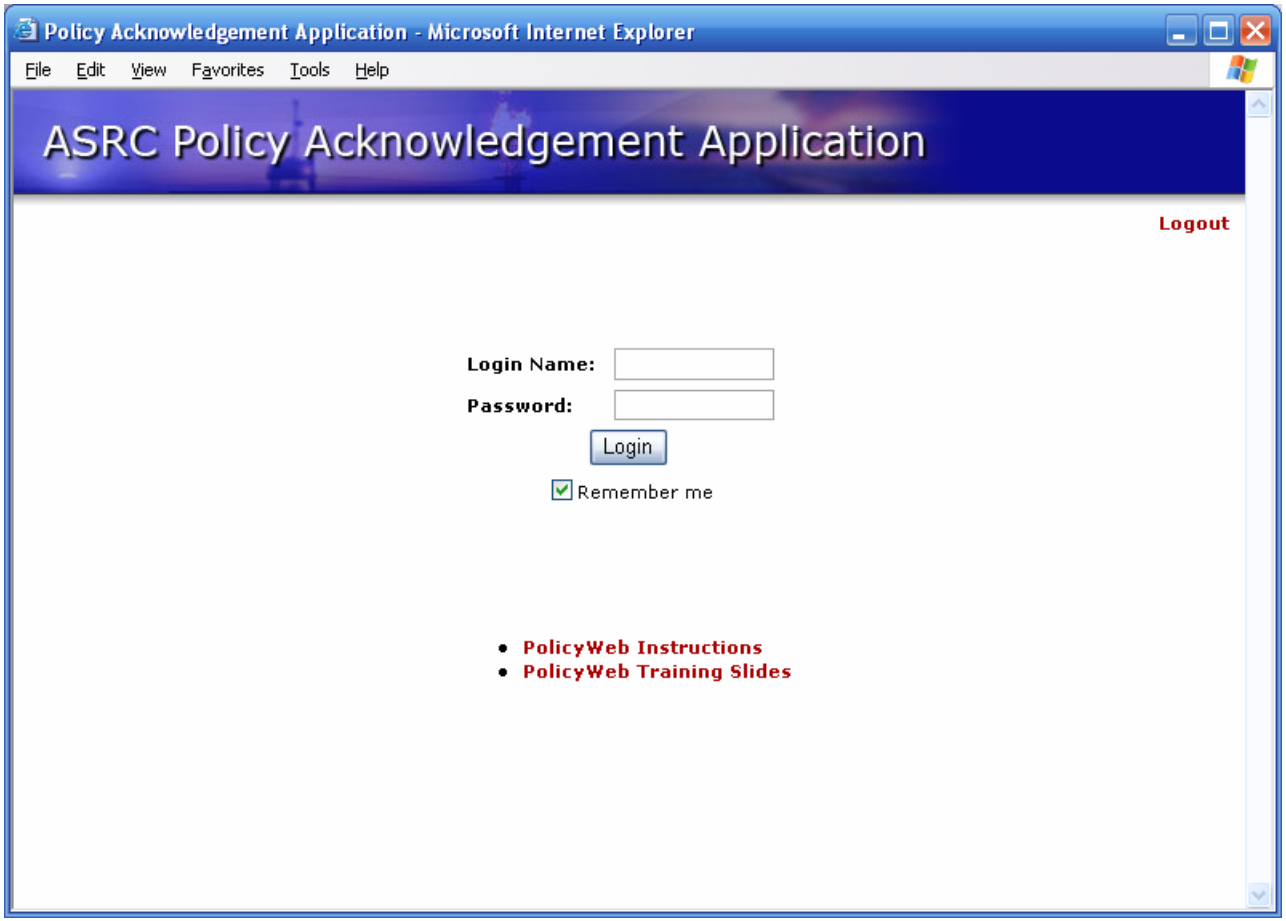
Policy Web

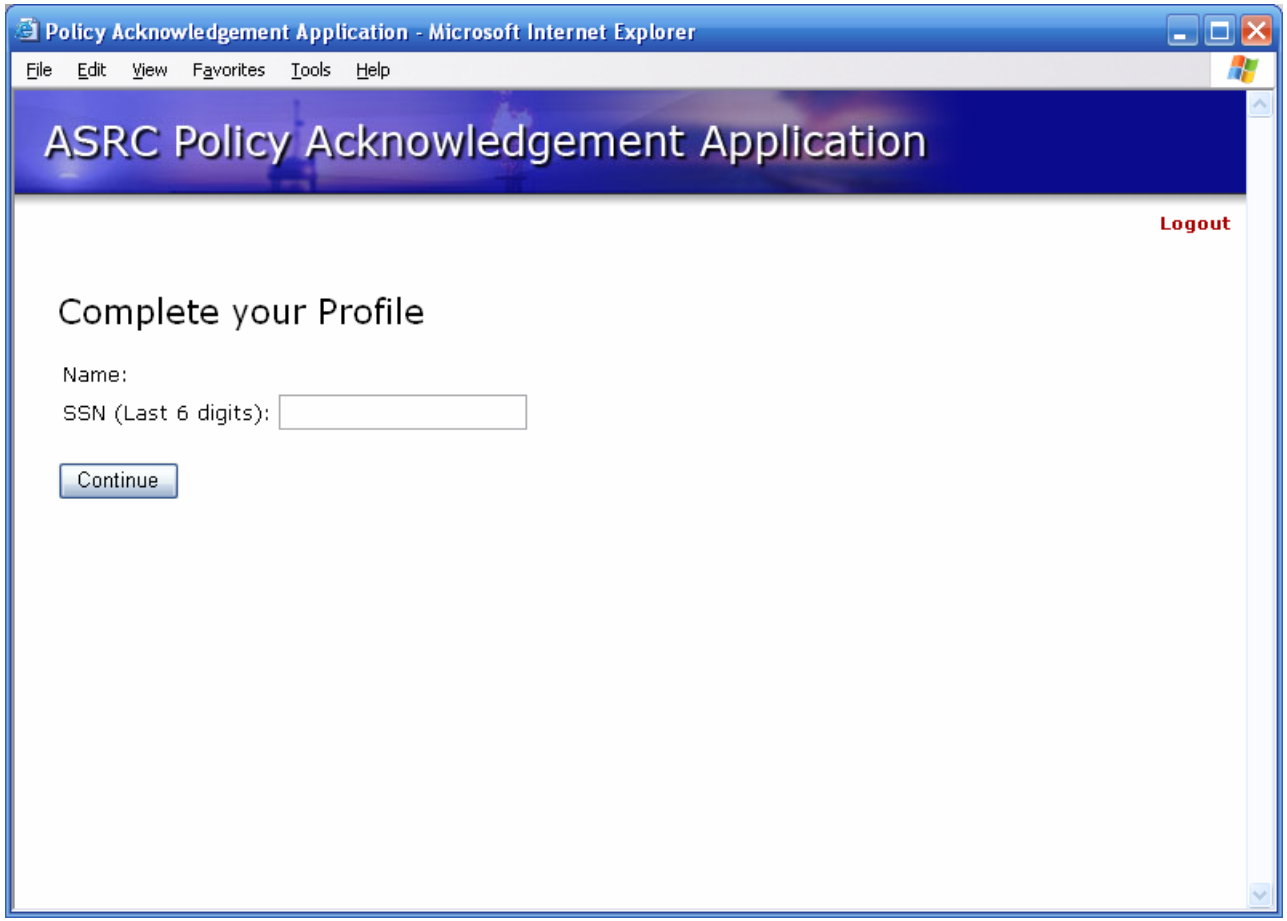
Training Slides

STEP 1



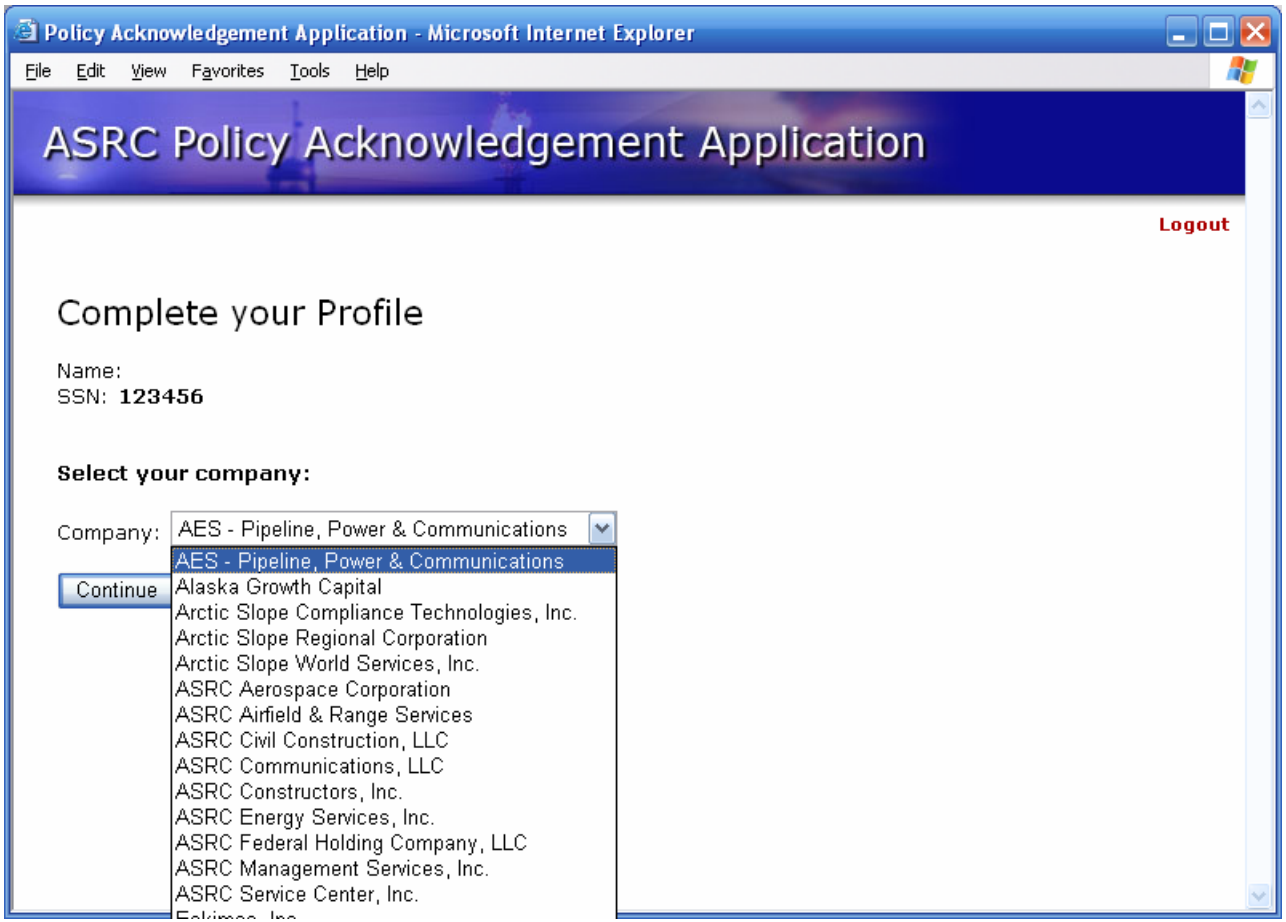
Go to http://asc.asrc.com/paa, and log in using your network user name and password.

STEP 2



Complete your profile by entering the last six digits of your social security number. Click continue.

STEP 3

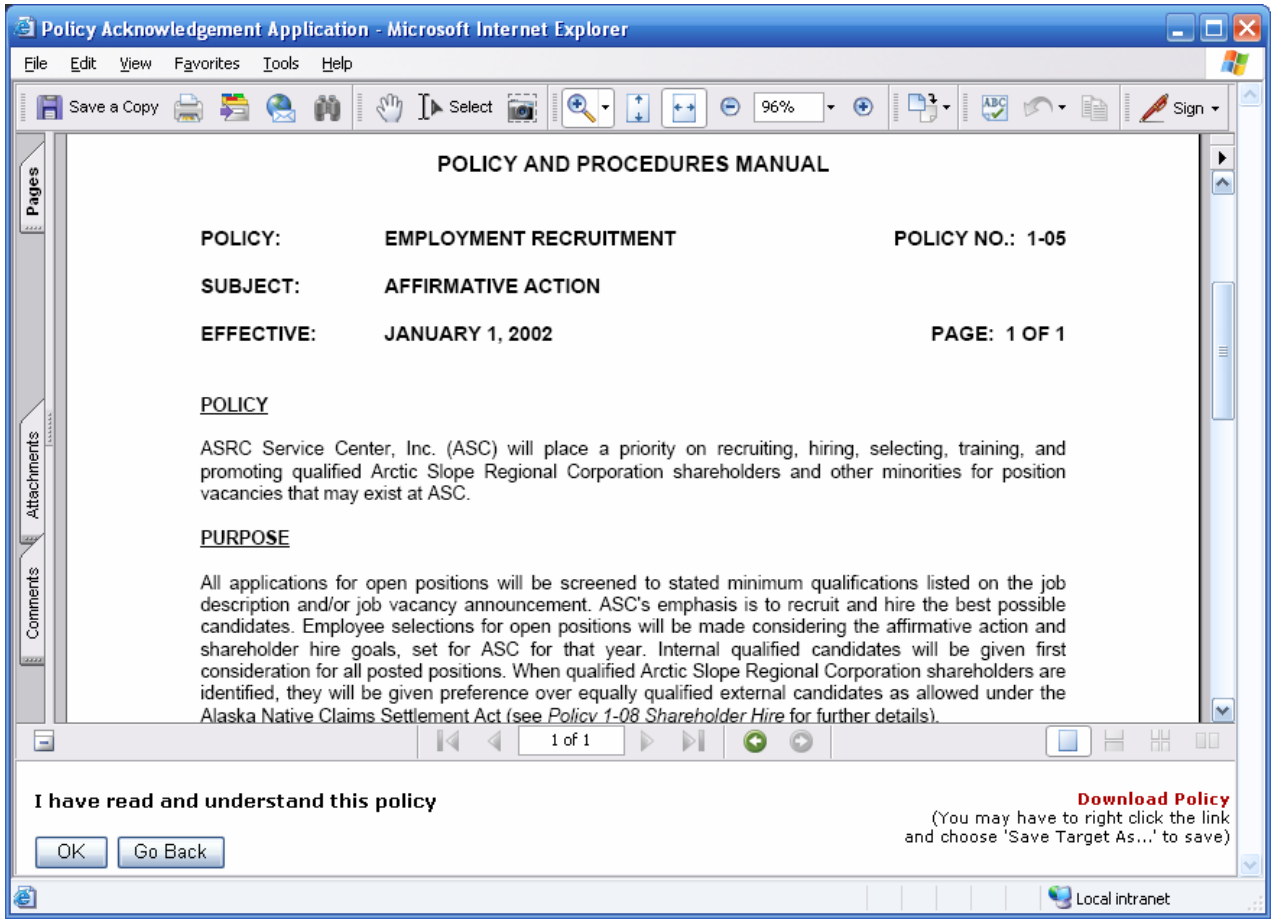


Select your company and click continue.

STEP 4

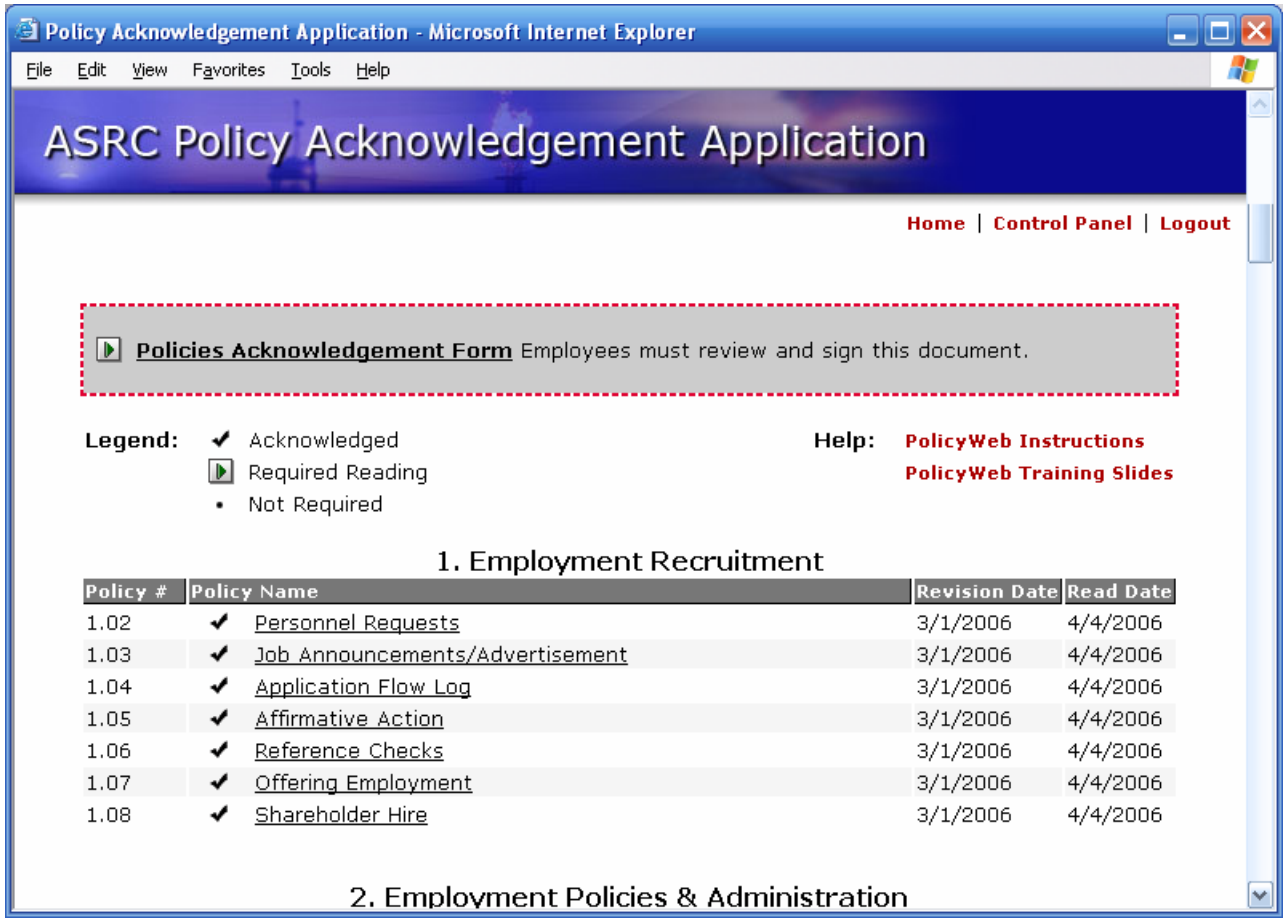
Next, a list of policies that you are required to read and acknowledge will be displayed and marked with a green arrow. To read the policy, click on the link, and the policy will open in a new window.

STEP 5



Click the “OK” button after reading and understanding the policy. You will be automatically returned to the required policy page.

STEP 6

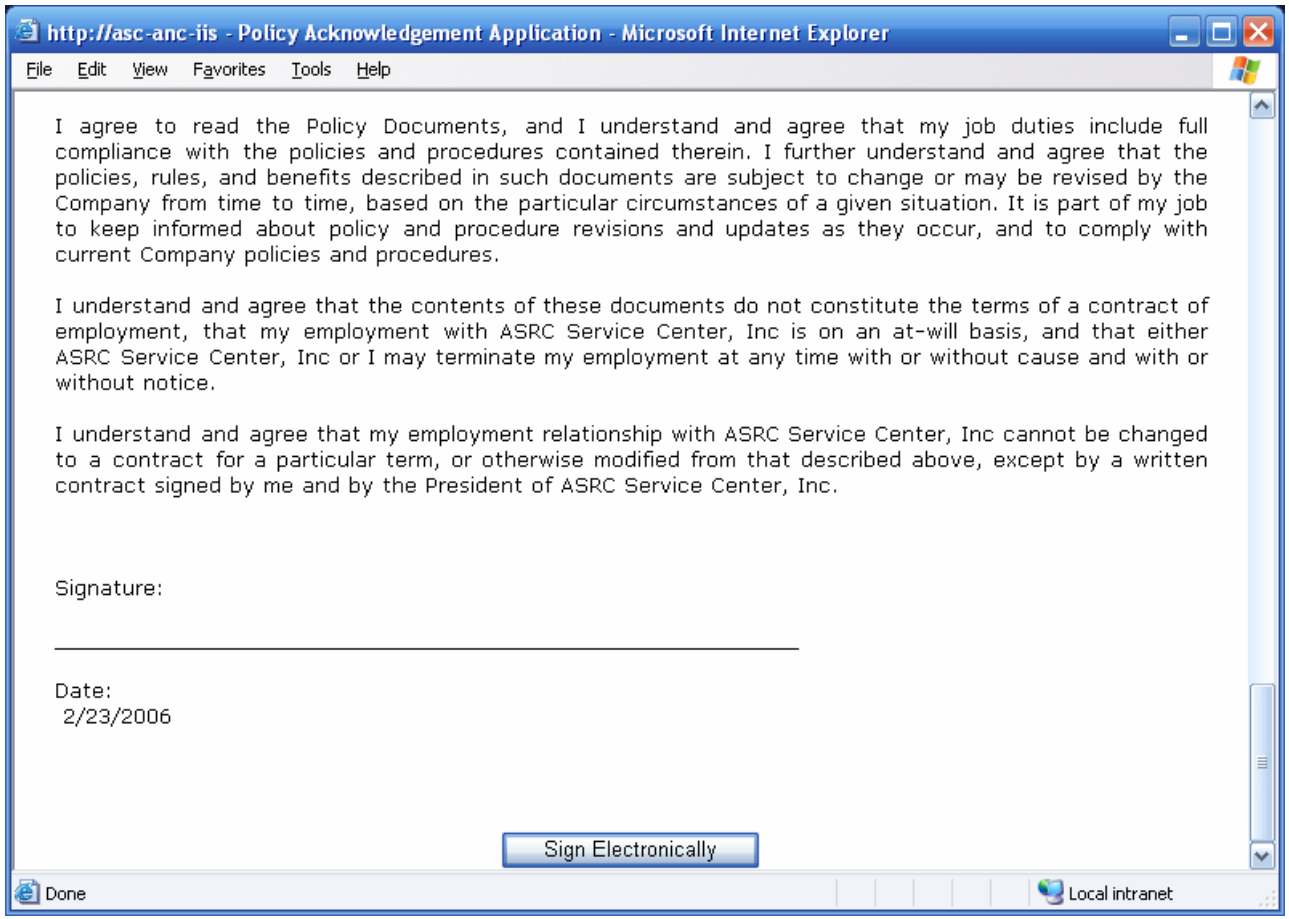


Once you have read and acknowledged a policy, a check mark will appear next to the policy and a read date will be logged. When you have read all of your required policies, you are required to complete the Policy Acknowledgement Form.

STEP 7

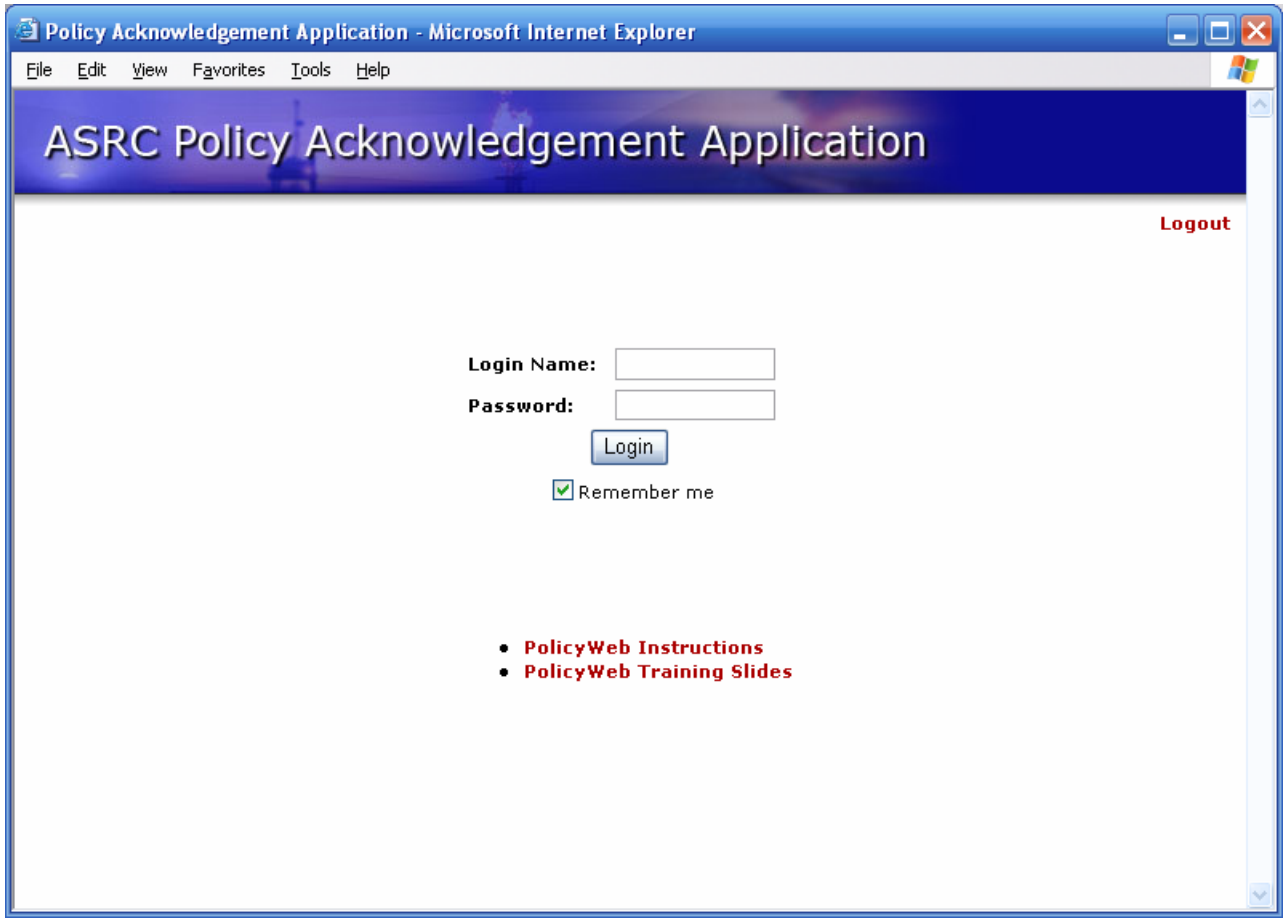
The Receipt of Acknowledgement Form will list all of the policies you have read and acknowledged. Scroll to the signature portion of the form.

STEP 8



Electronically Sign the Policies Acknowledgement Form by clicking the “Sign Electronically” button. Your company may require you to print this from. If so, click the “Print” button at the bottom of the form.

STEP 9



Finally, log out. You may visit the Policy Web at any time. In the future, you will be notified as policies are changed or updated, and acknowledgement through Policy Web is required.