Welcome to ACEMAPP Assure

ACEMAPP Assure collects, stores, and reviews requirements, including drug screening, background checks, immunizations, and other documents.

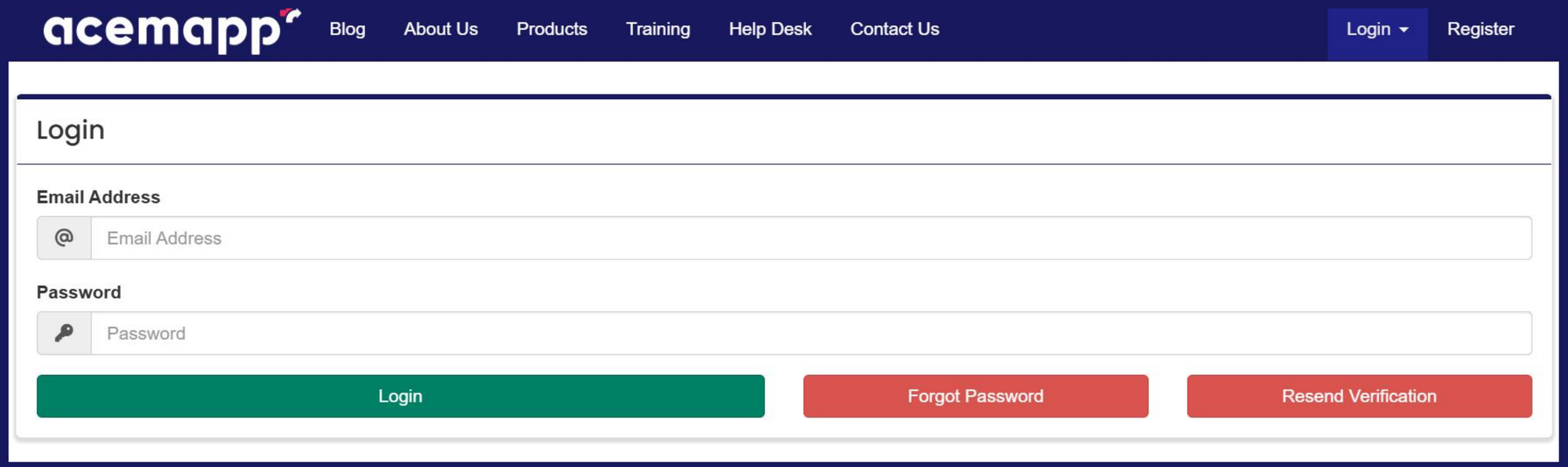
ACEMAPP Assure membership fee:
$35 one-time fee for document review. Background check and drug screening services not included.

For questions related to ACEMAPP Assure, please contact us at 844-223-4292 or email support@acemapp.org



Step 1: Email Verification & Login

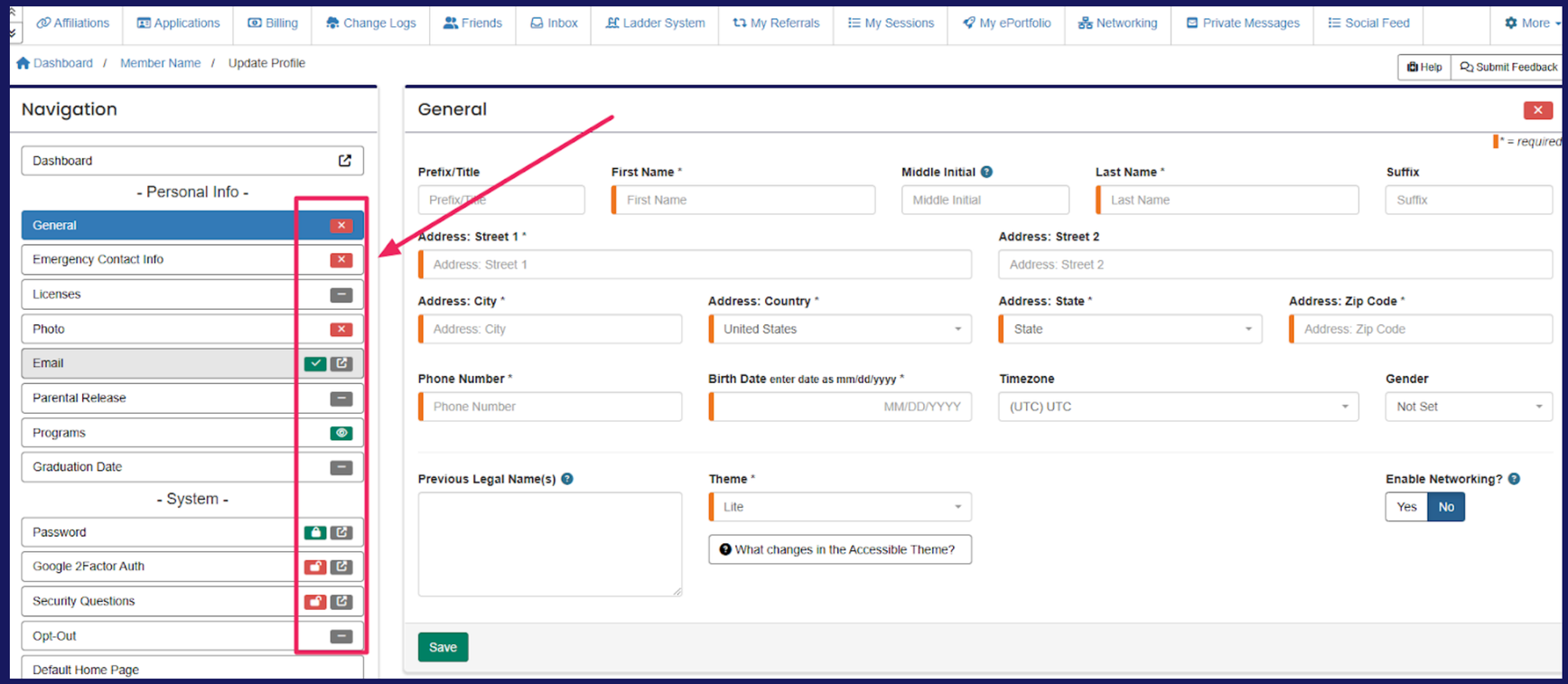
- Once your school creates your Assure account, you'll receive a verification email.
  - Click the link in the email to verify your email.
    - *This link expires after 7 days*
  - If your link has expired, you can send a new one using the Resend Verification option on the ACEMAPP login page.
- After verifying your email, you will get another email to create a password.
  - Your password must consist of 12 characters or more and have a minimum strength of 2 out of 4.
- After you create your password, go to acemapp.org and press "**Login**".
- Enter the email address used to create your account and your new password, or use the "Forgot Password" option to log in.



Step 2: Complete Your Profile

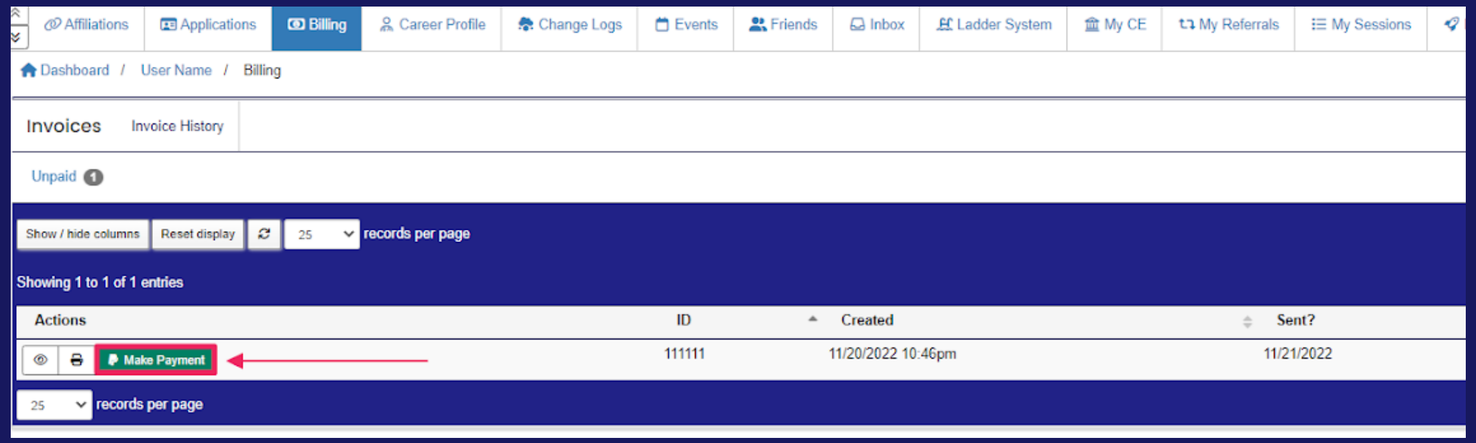
- Consent to Terms of Use and Privacy Policy.
- Complete every section of your profile marked with a red X under the Navigation Panel.
  - Your profile is considered part of your compliance and must be completed before you can access your Assure home page and complete your Assure requirements.
  - Complete each Required field and click "**Save**".

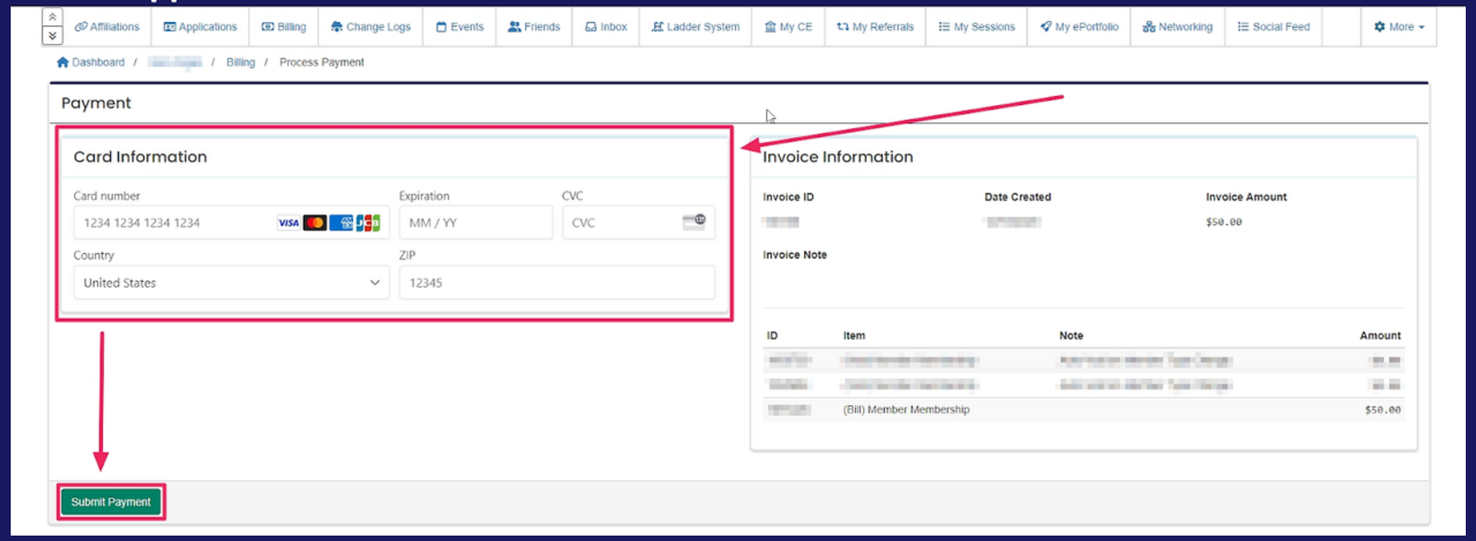
*Note: If you have a previous legal name, include it in the "**Legal Names**" field on your Profile's General tab. This will help the Assure review team identify your uploaded documents if they include your former legal names.*



Step 3: Assure Membership Payment

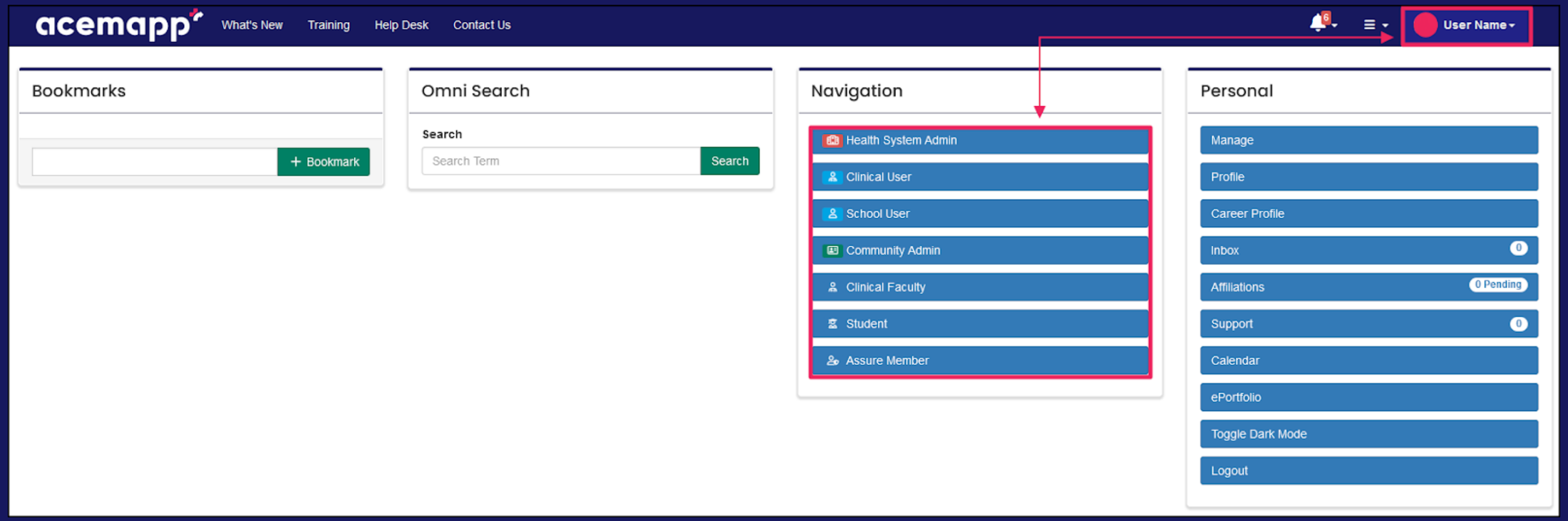
- If your school requires you to pay for your ACEMAPP Assure membership, you will need to complete your payment before you can access your requirements.
  - In the Billing area, add your credit/debit card information, then click "**submit payment**".
- Once the payment is made, your Assure Member Home Page will be accessible.





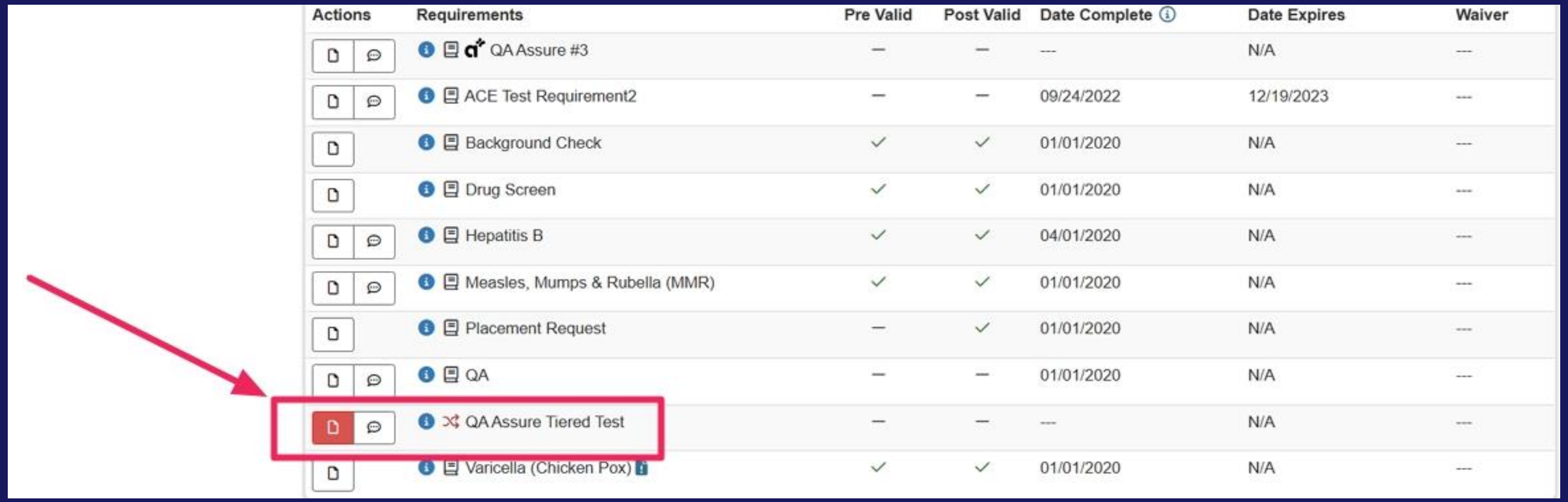
Step 4: Navigate to your Assure Home Page

- Click your "**Name**" in the upper right corner of the screen.
- Select "**Assure Member**" under the Navigation section
- This will take you to the **Assure home page**, where you can upload your documents for review.



Step 5: Upload Your Assure Requirement Documents

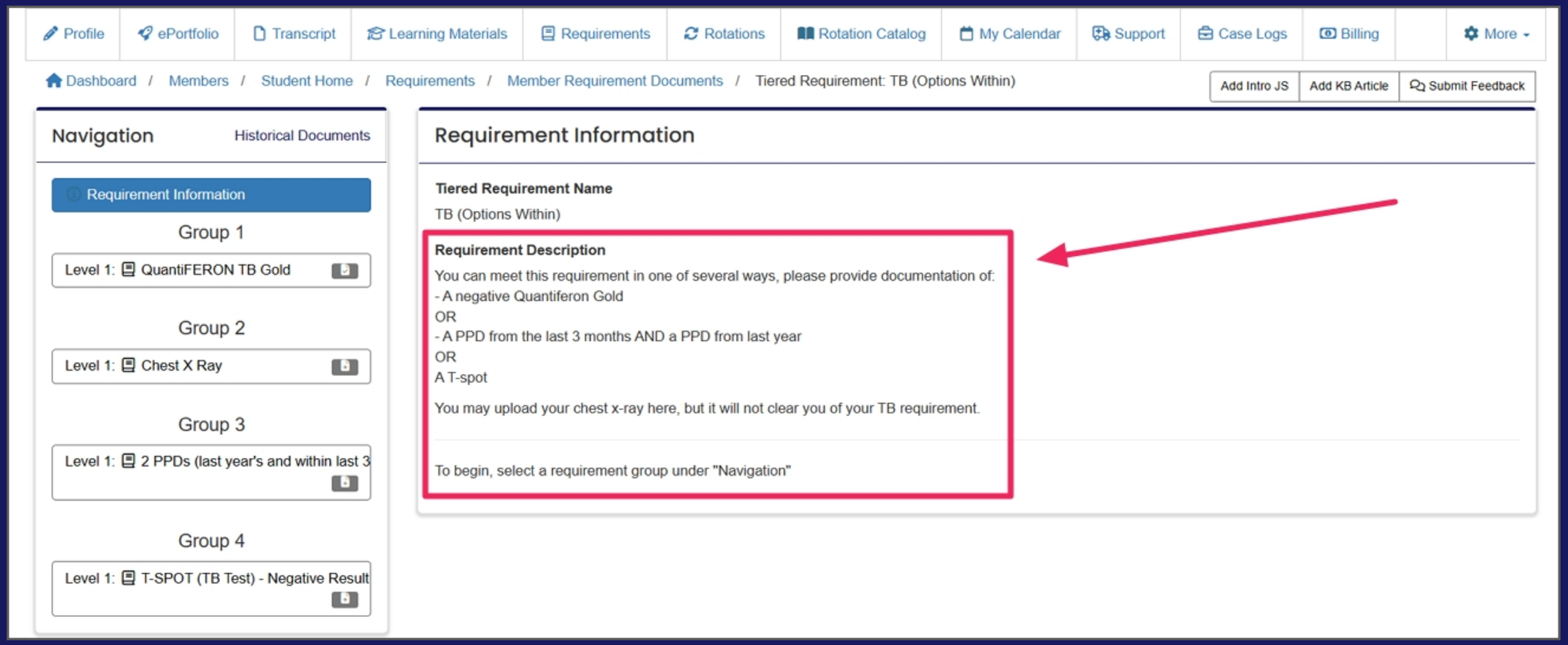
- Click the red "**Manage Requirement**" button next to the requirement.



Actions	Requirements	Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
	QA Assure #3	–	–	---	N/A	---
	ACE Test Requirement2	–	–	09/24/2022	12/19/2023	---
	Background Check	✓	✓	01/01/2020	N/A	---
	Drug Screen	✓	✓	01/01/2020	N/A	---
	Hepatitis B	✓	✓	04/01/2020	N/A	---
	Measles, Mumps & Rubella (MMR)	✓	✓	01/01/2020	N/A	---
	Placement Request	–	✓	01/01/2020	N/A	---
	QA	–	–	01/01/2020	N/A	---
	QA Assure Tiered Test	–	–	---	N/A	---
	Varicella (Chicken Pox)	✓	✓	01/01/2020	N/A	---

Step 5: Upload Your Assure Requirement Documents Continued

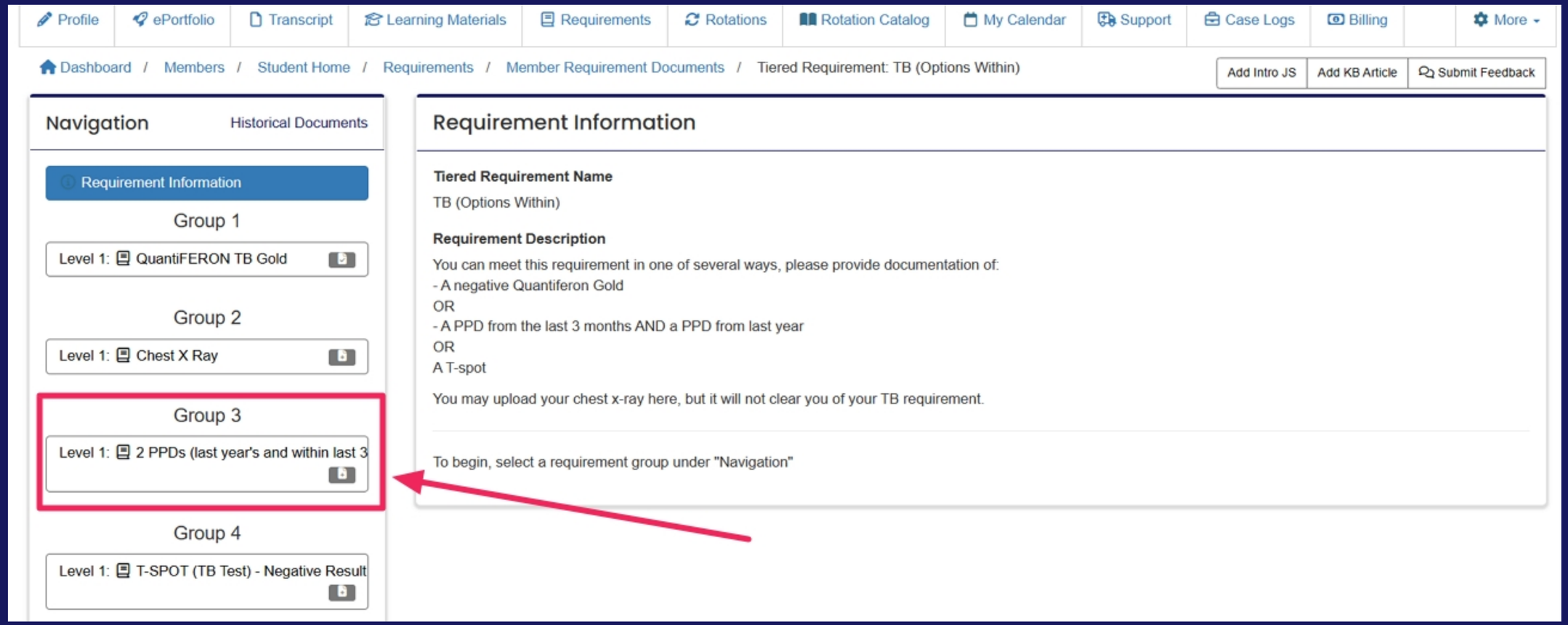
- You must read the **Requirement Description** to determine which **Group** to upload your documents to.
  - There is a requirement description for the overall requirement and a description for each selected tier.



Step 5: Upload Your Assure Requirement Documents Continued

- Choose one **Group** and upload the required documents to each **Level** of that selected Group only.

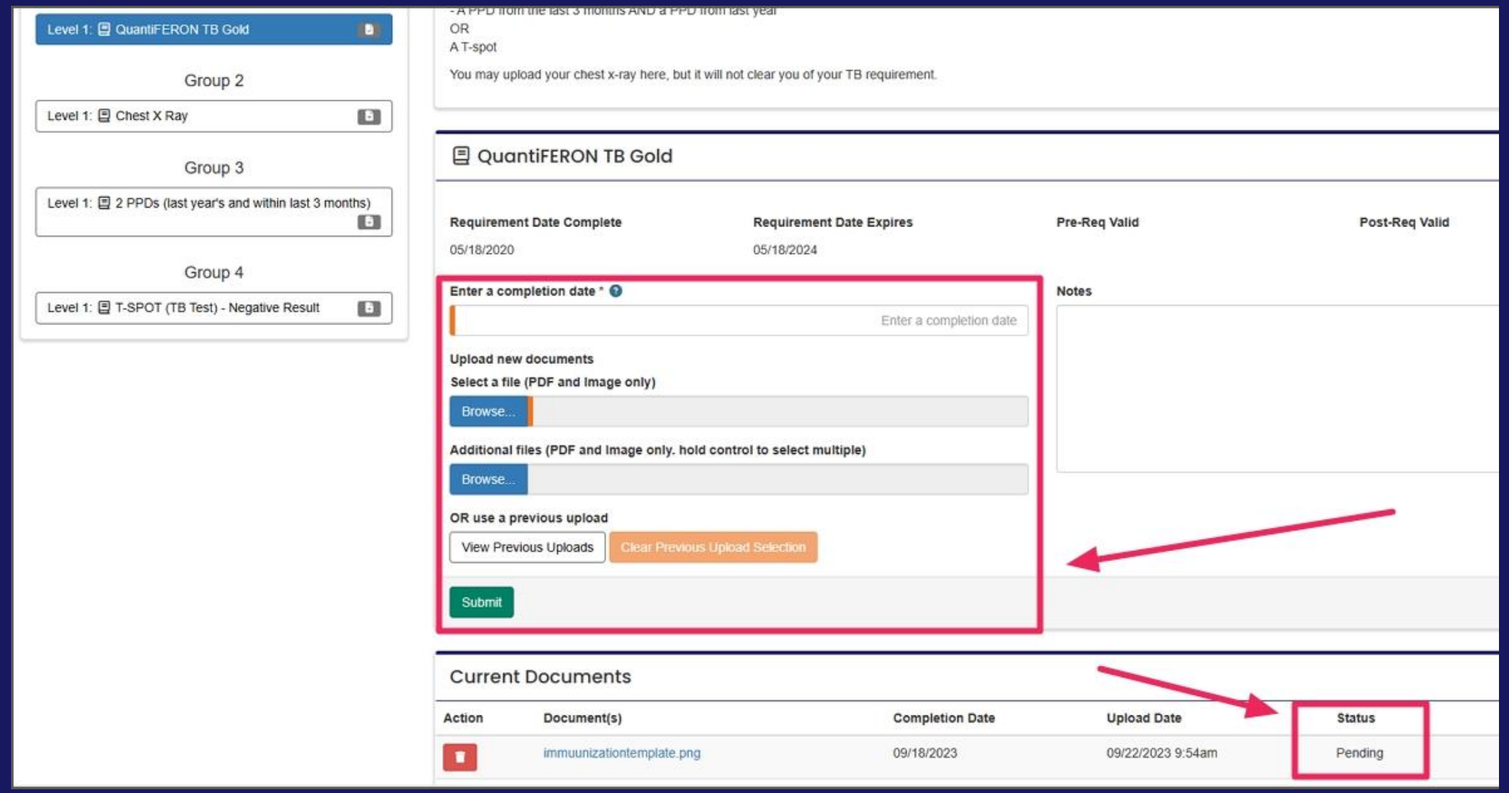
*Note: All levels within a group **MUST** be completed to show overall compliance with the requirement.*



Step 5: Upload Your Assure Requirement Documents Continued

Complete all required fields to upload.

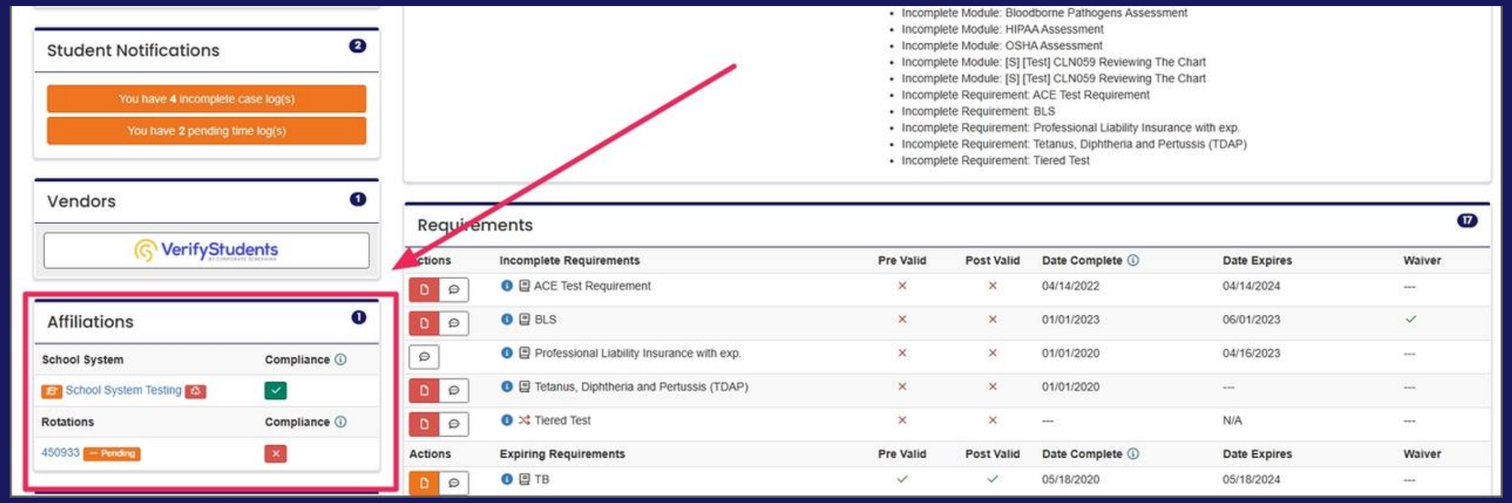
- Enter the **Completion Date** for the requirement.
  - **The Completion Date refers to the date the immunization was received, not the date the document is being uploaded.**
- Click "**Browse**" to select your document from your computer.
  - **All uploaded documents must be PDF or image file types (JPEG, PNG, GIF, BMP) and less than 20 MB in size.**
- To upload additional files, click the second "**Browse**" button under "**Additional files**".
- Members can use previously uploaded documentation by clicking the "**View Previous Uploads**" button.
- Click "**Submit**" once you have uploaded your document.

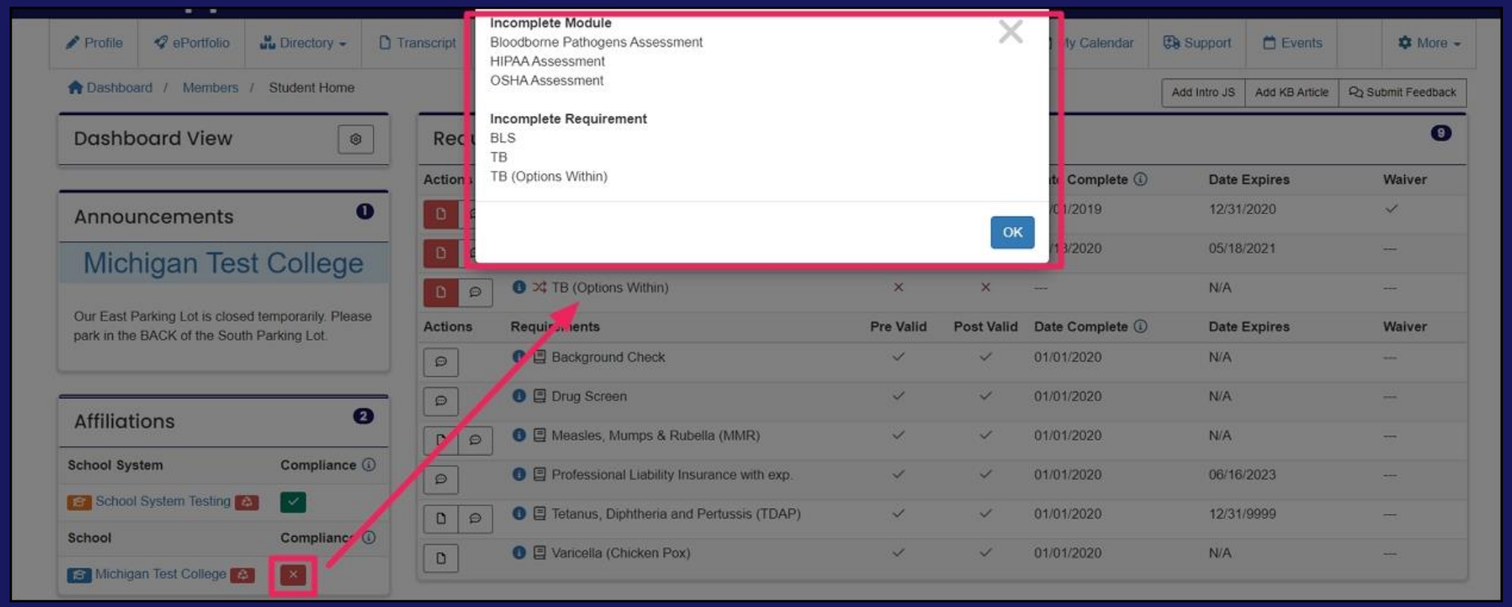


*Note: If your document is uploaded correctly, the status will reflect as pending. Your requirement is **incomplete until it's approved**.*

Step 6: Check Your Compliance

- The Affiliations tile on your Assure home page will display your Assure requirement compliance.
  - A green check indicates that you have completed everything for the corresponding affiliation.
  - A red "X" indicates that you have incomplete items.
- By clicking on the red "X," you can see what needs to be completed to show compliance.







Need Help? Contact ACEMAPP support for assistance

844-223-4292

support@acemapp.org

acemapp.org

ACEMAPP Help Desk Resources:

- Assure Member User Guide
- Email Verification Link Details
- Login Information
- Completing your Profile
- How to Make Membership Payment
- Navigating Between Dashboard and Member Home Pages
- Upload Assure Requirements
- Tips for An Approved Document
- Checking Compliance