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

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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.

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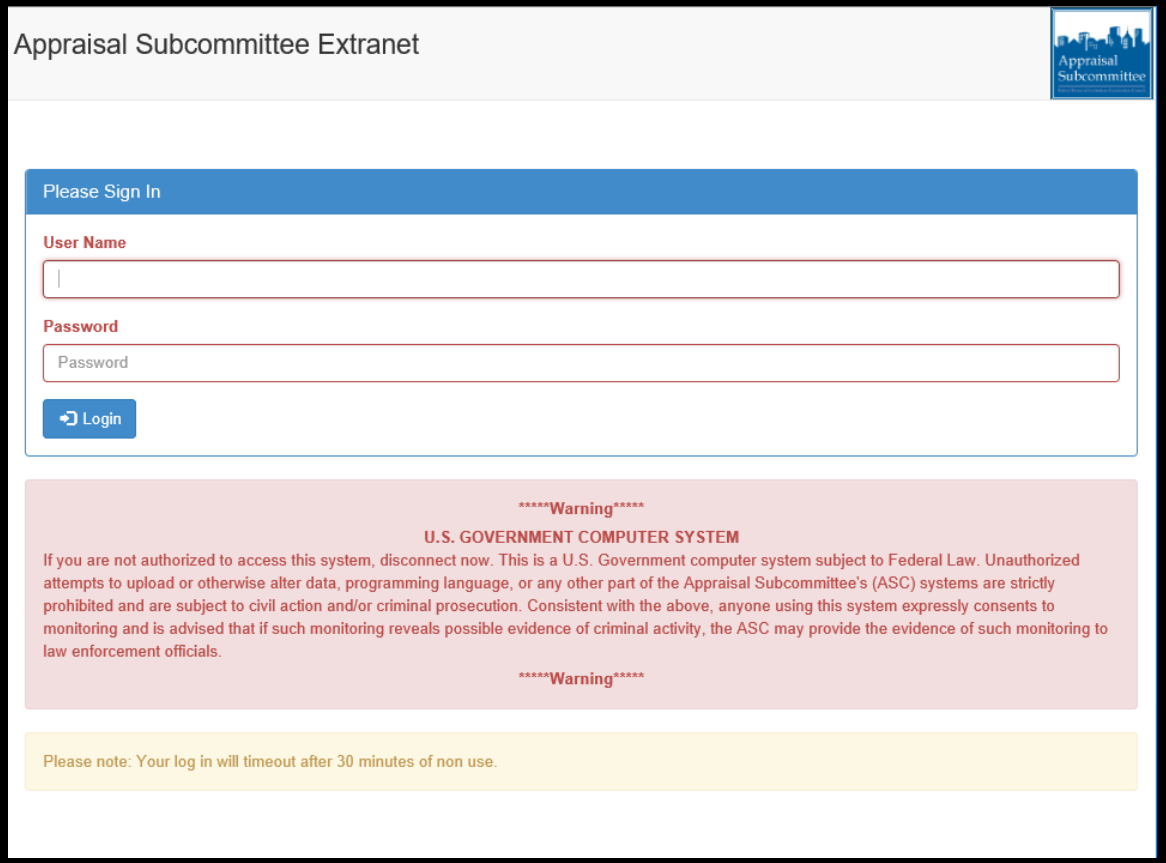
Logging In

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.



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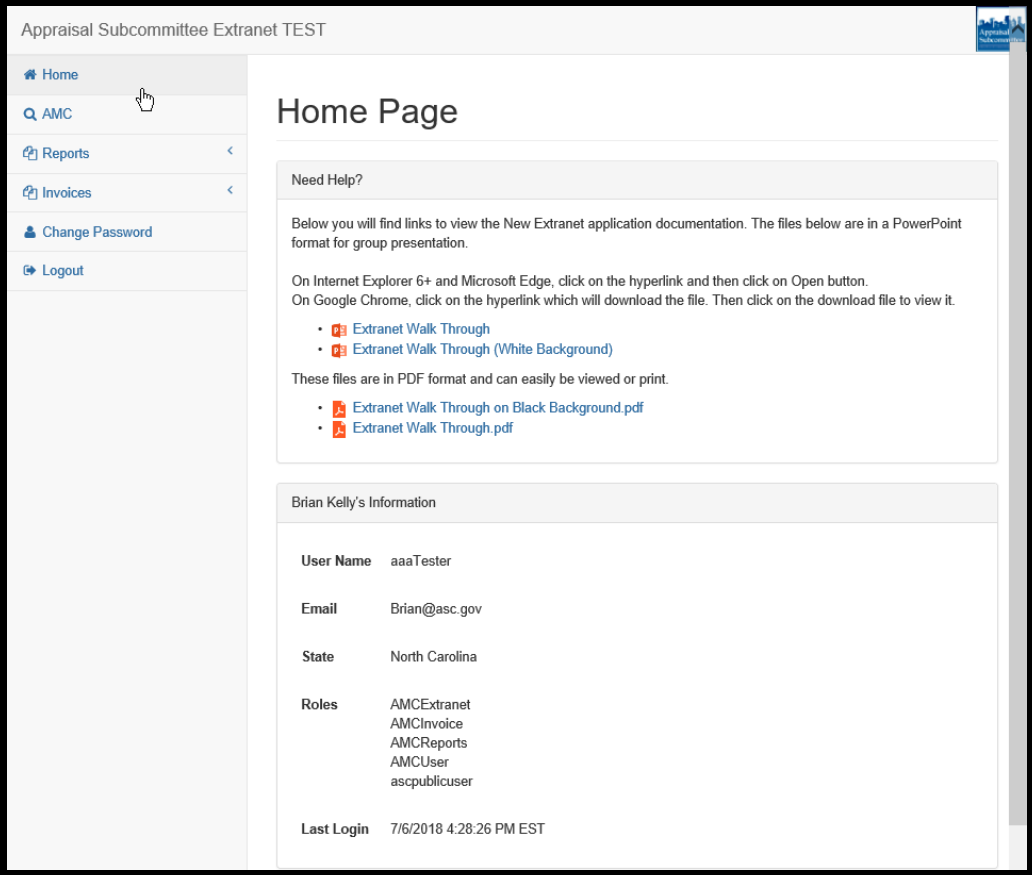
Home Page

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.



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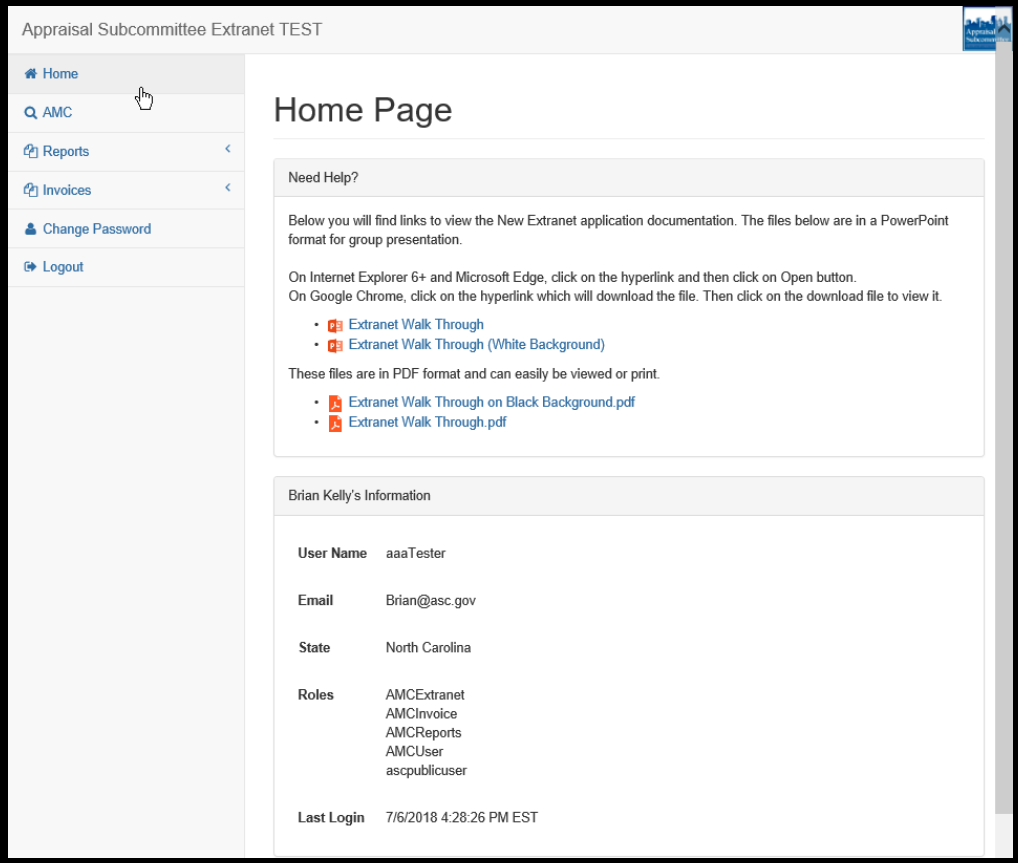
Home Page Continued

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



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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.

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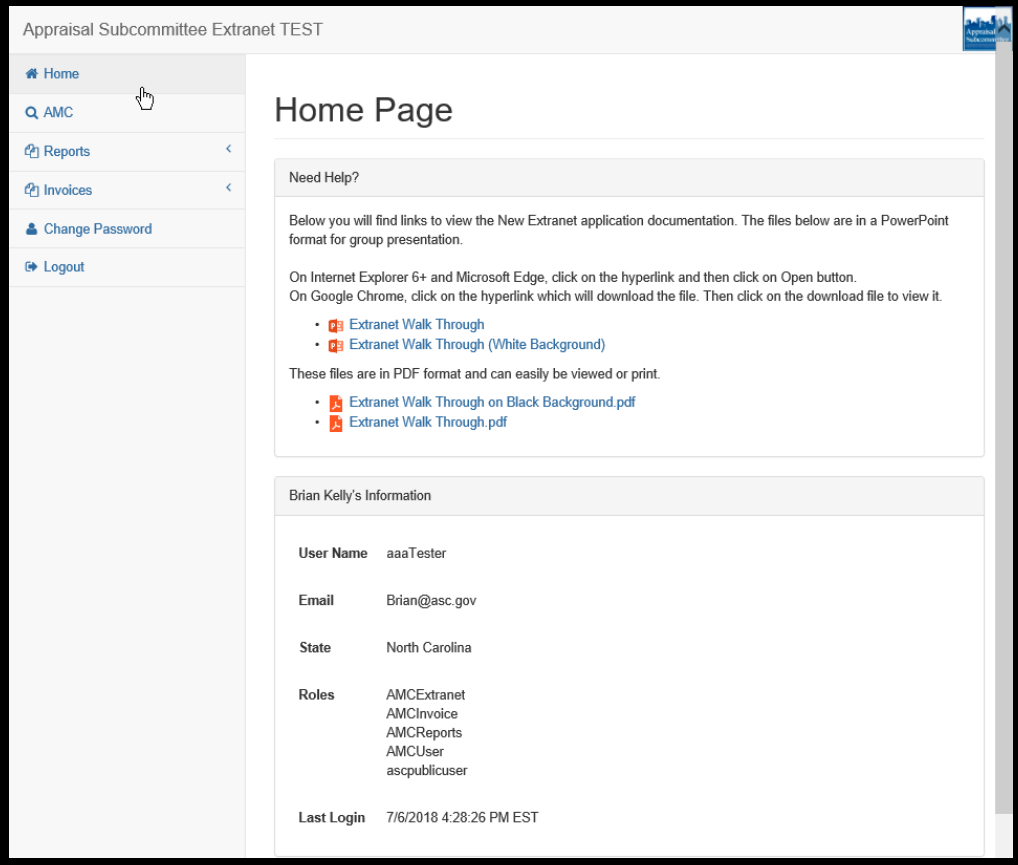
Home Page Continued

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.



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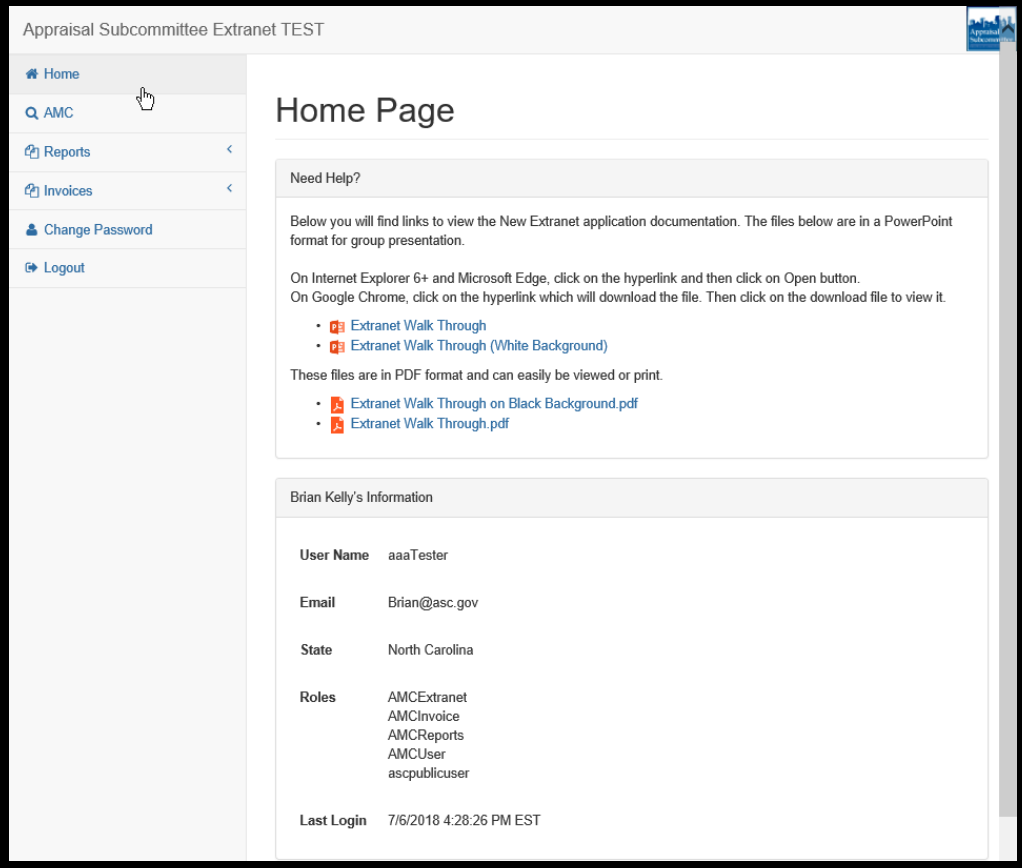
AMC Registration Query

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.



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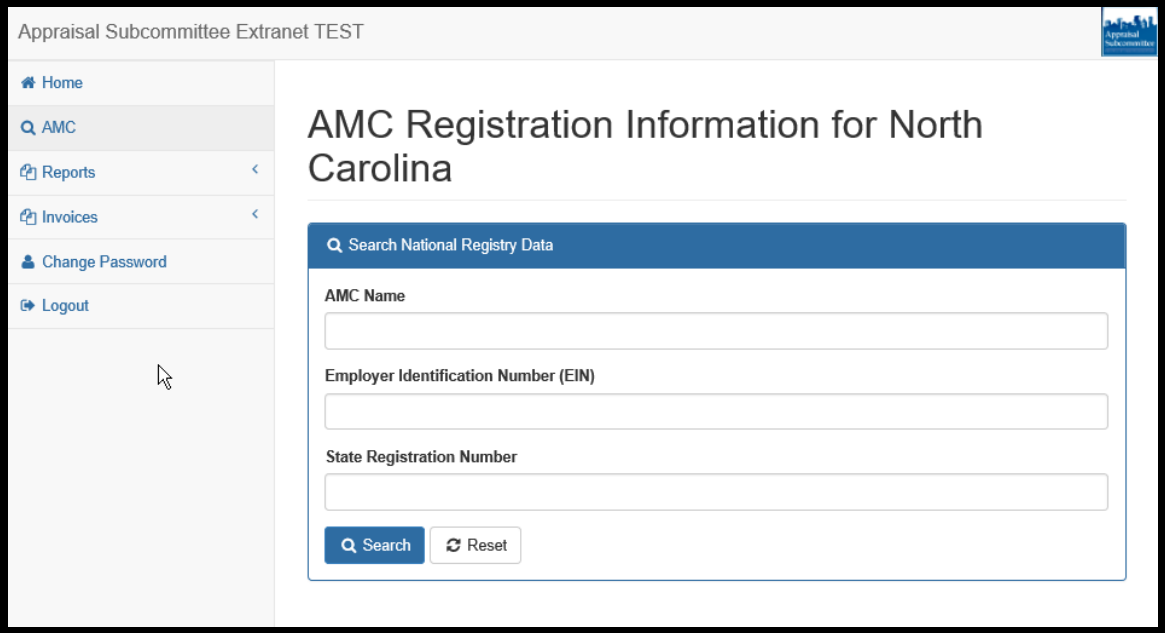
AMC Registration Query Continued

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.



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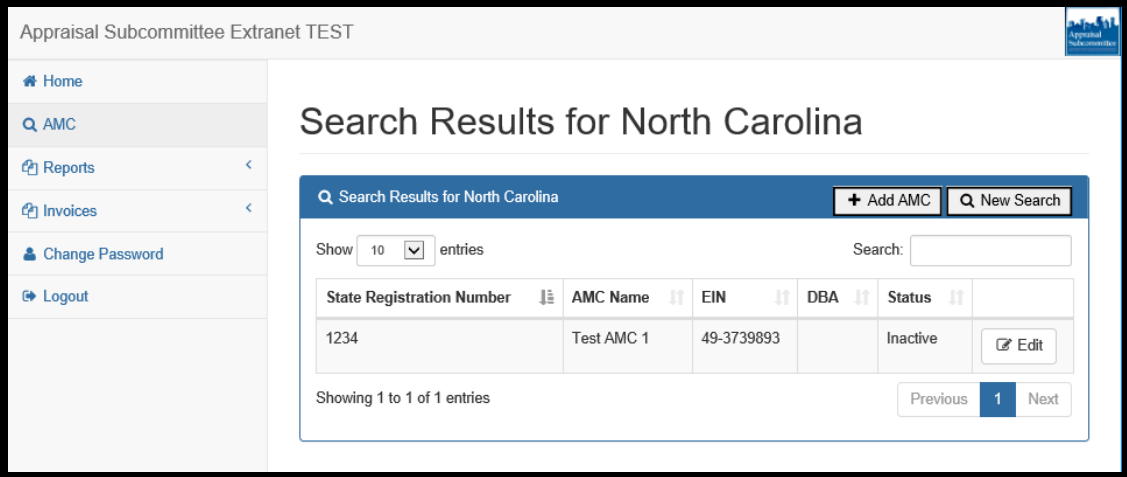
AMC Registration Query Continued

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).



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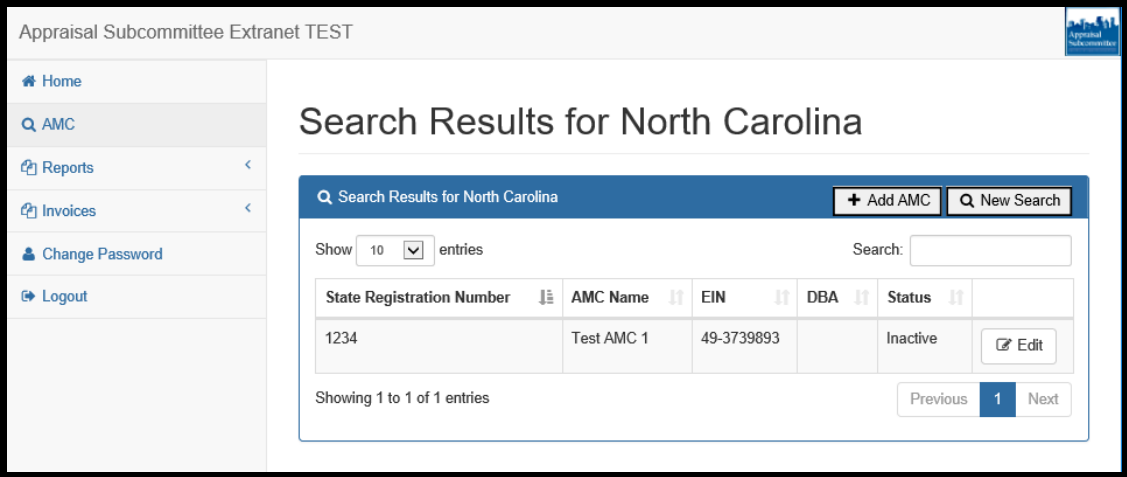
AMC Registration Query Continued

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.



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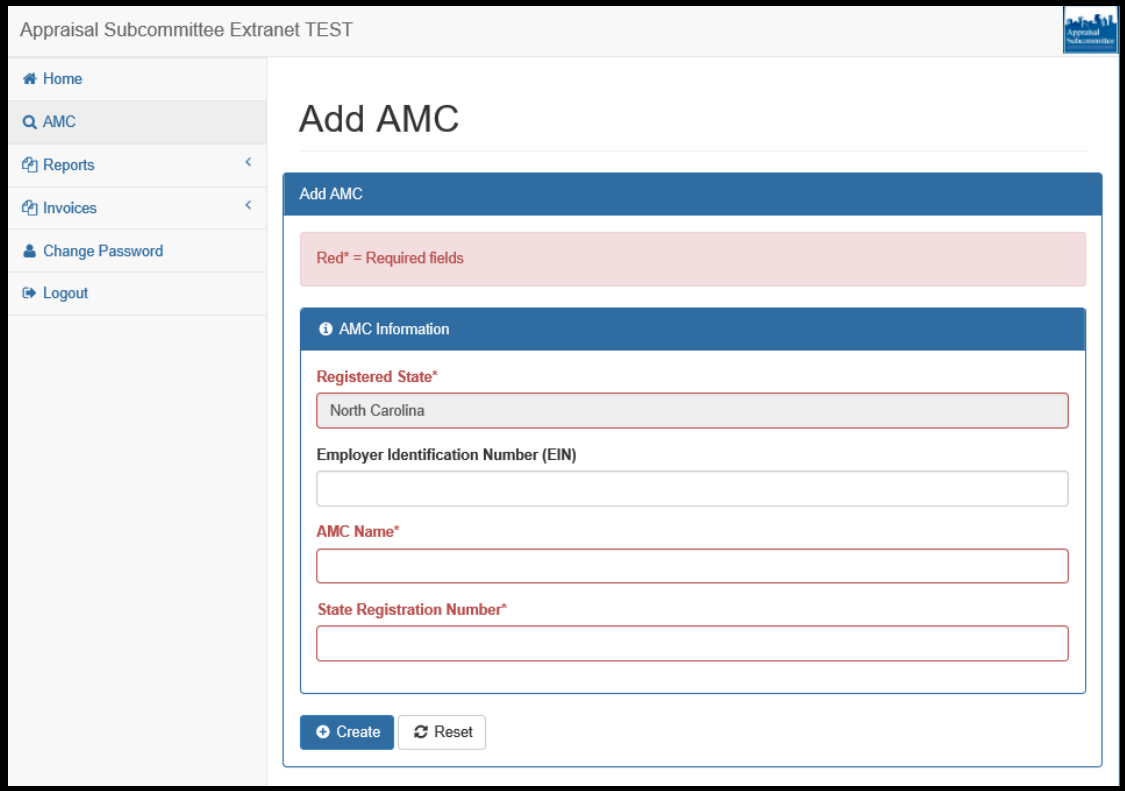
Adding a New AMC Continued

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.



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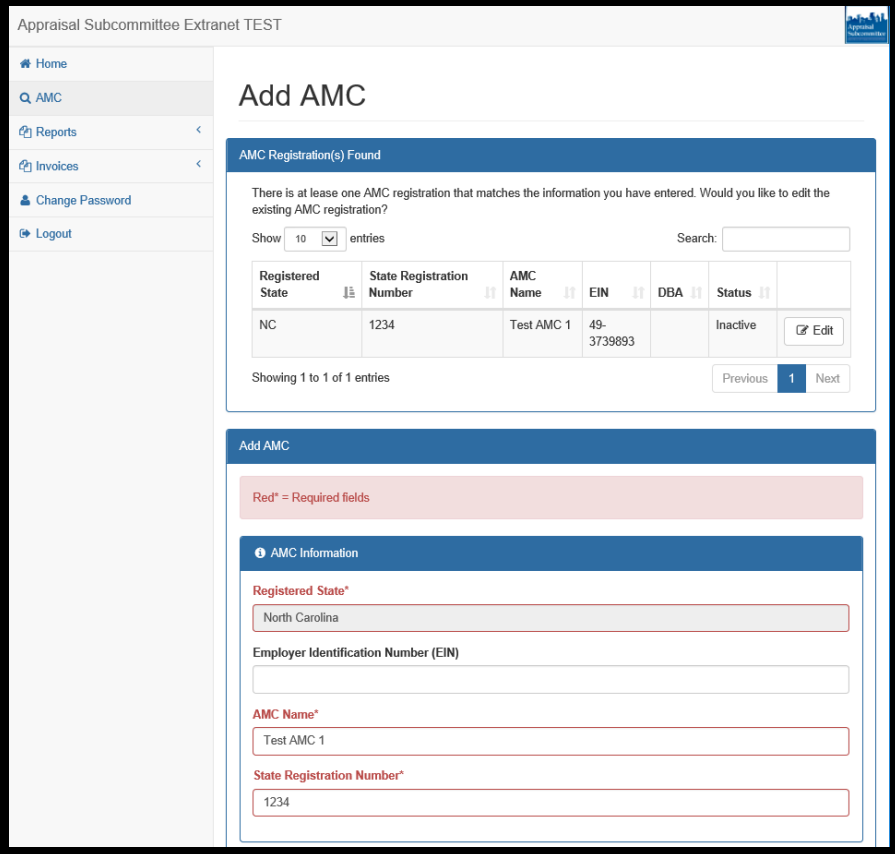
Adding a New AMC Continued

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.



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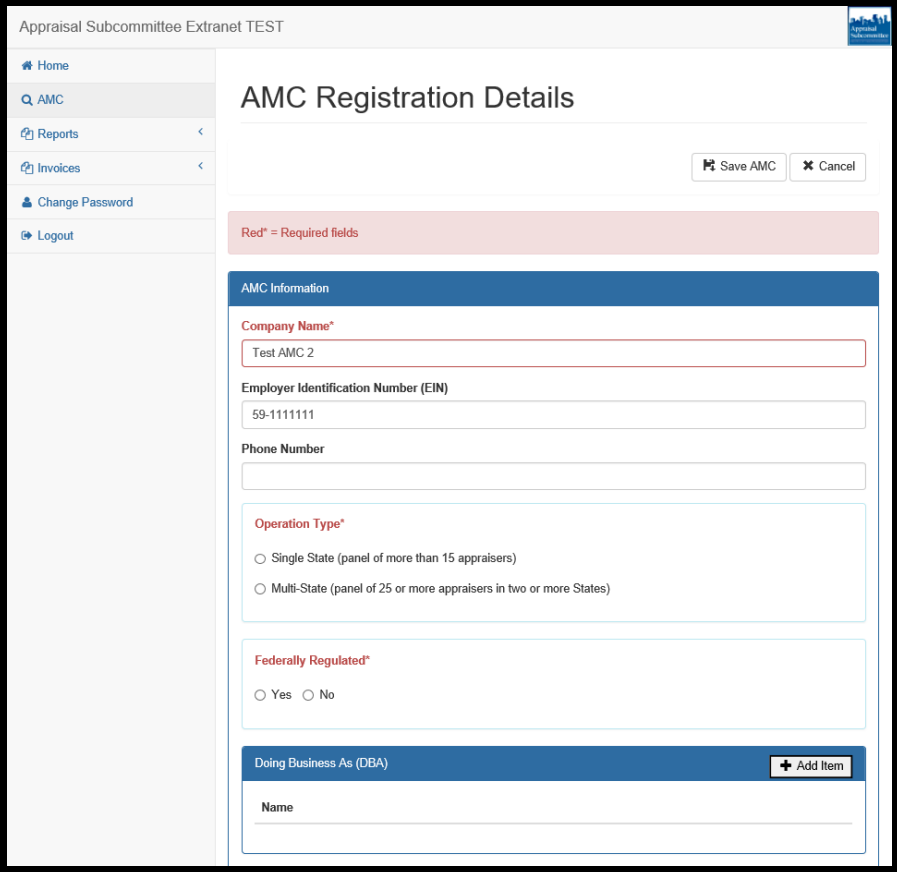
Adding a New AMC Continued

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.



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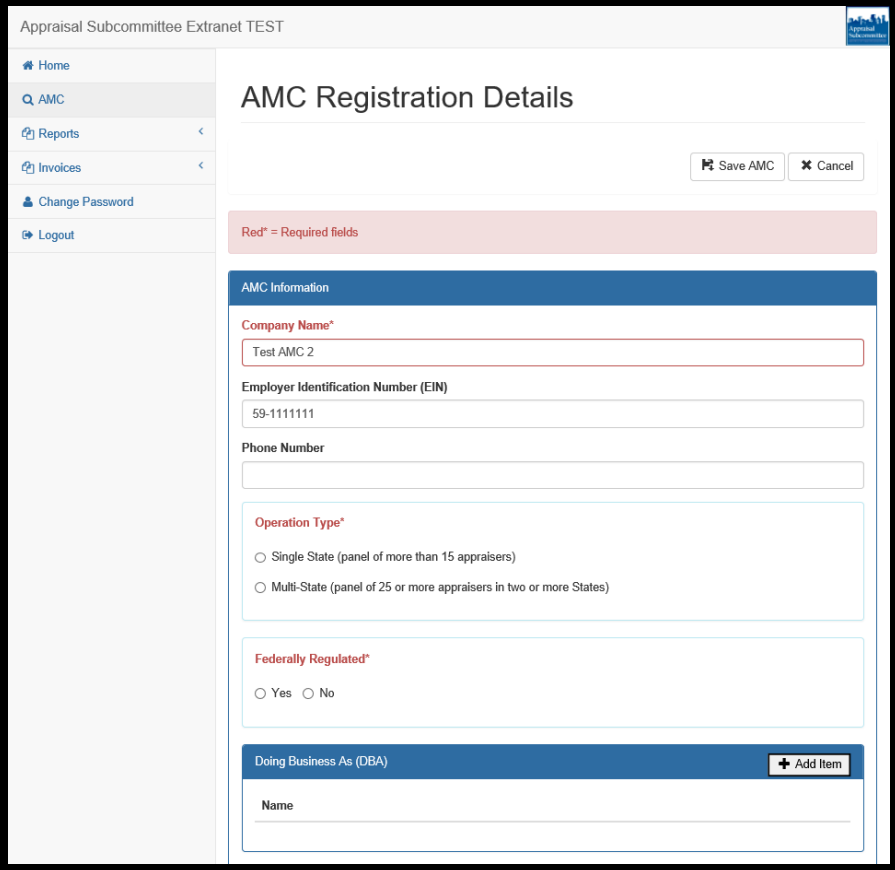
Adding a New AMC Continued

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.



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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.

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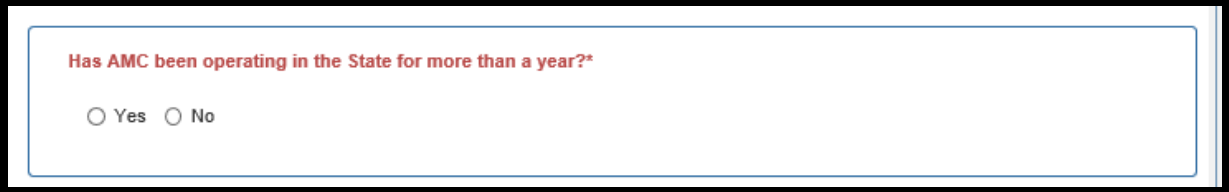
Adding a New AMC Continued

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



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.

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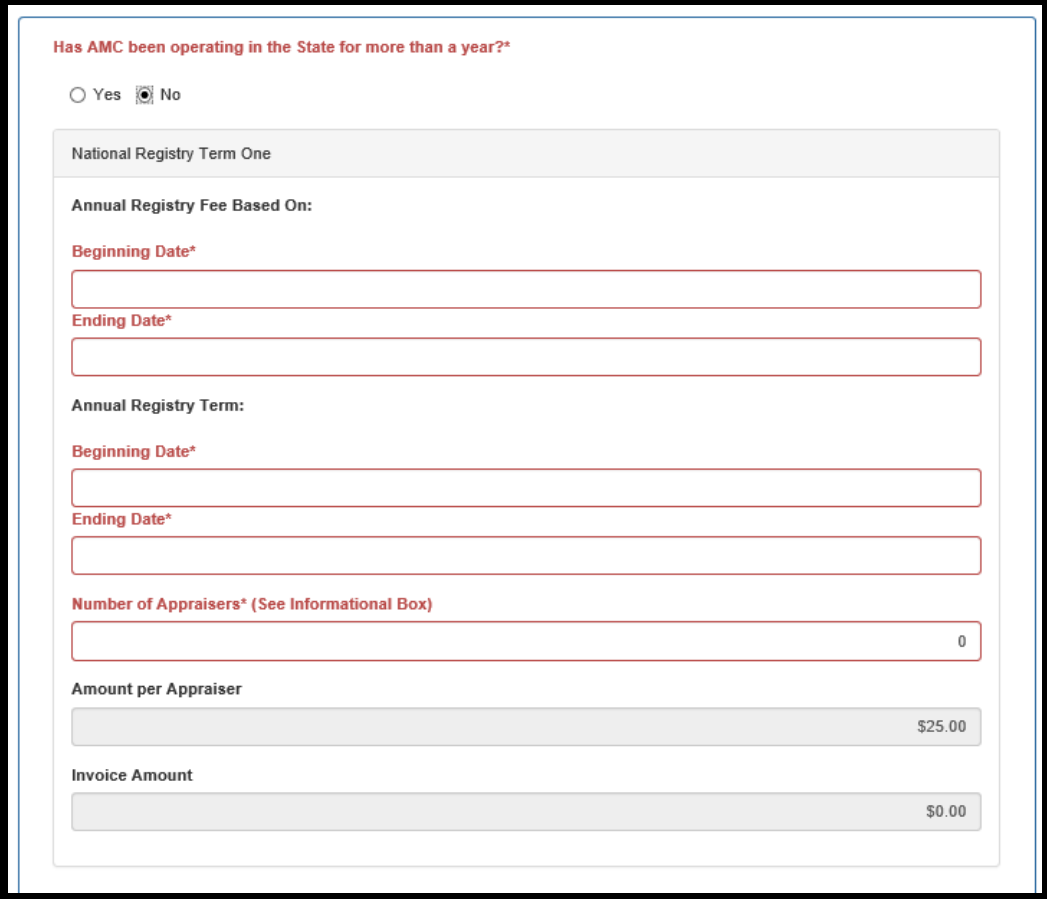
Adding a New AMC Continued

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



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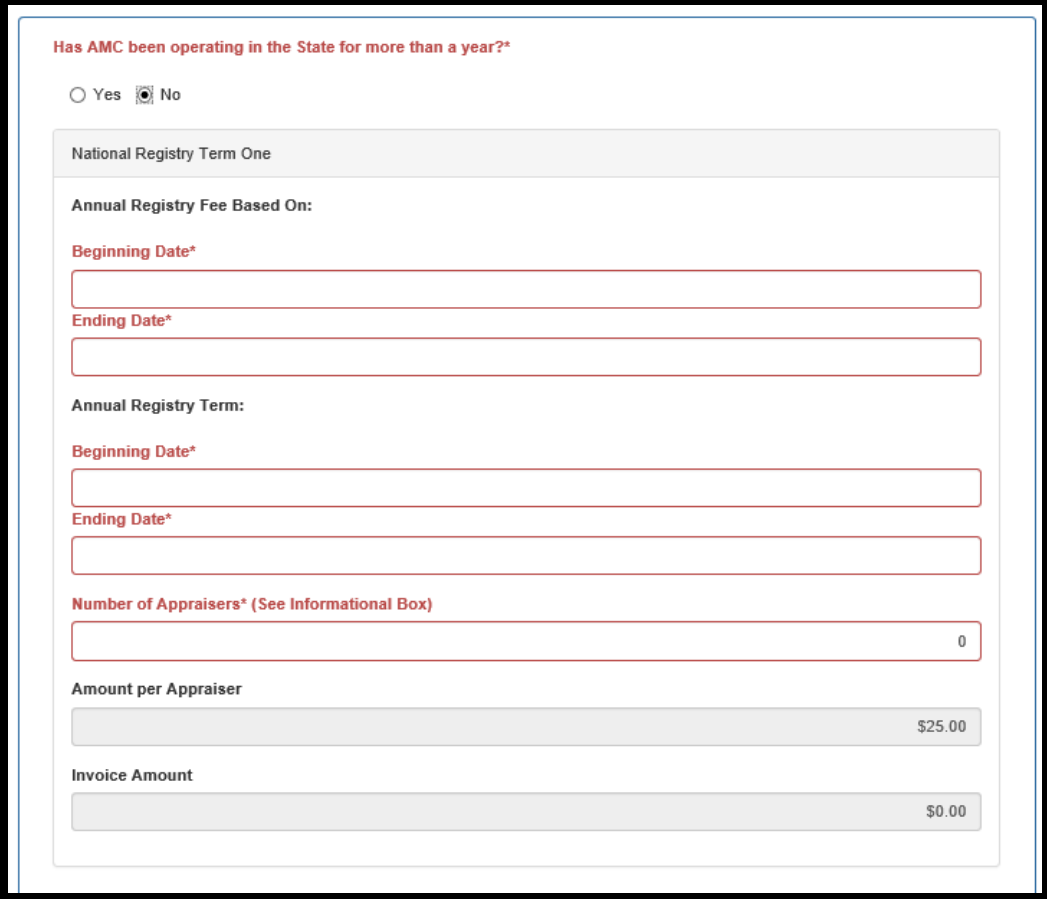
Adding a New AMC Continued

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.



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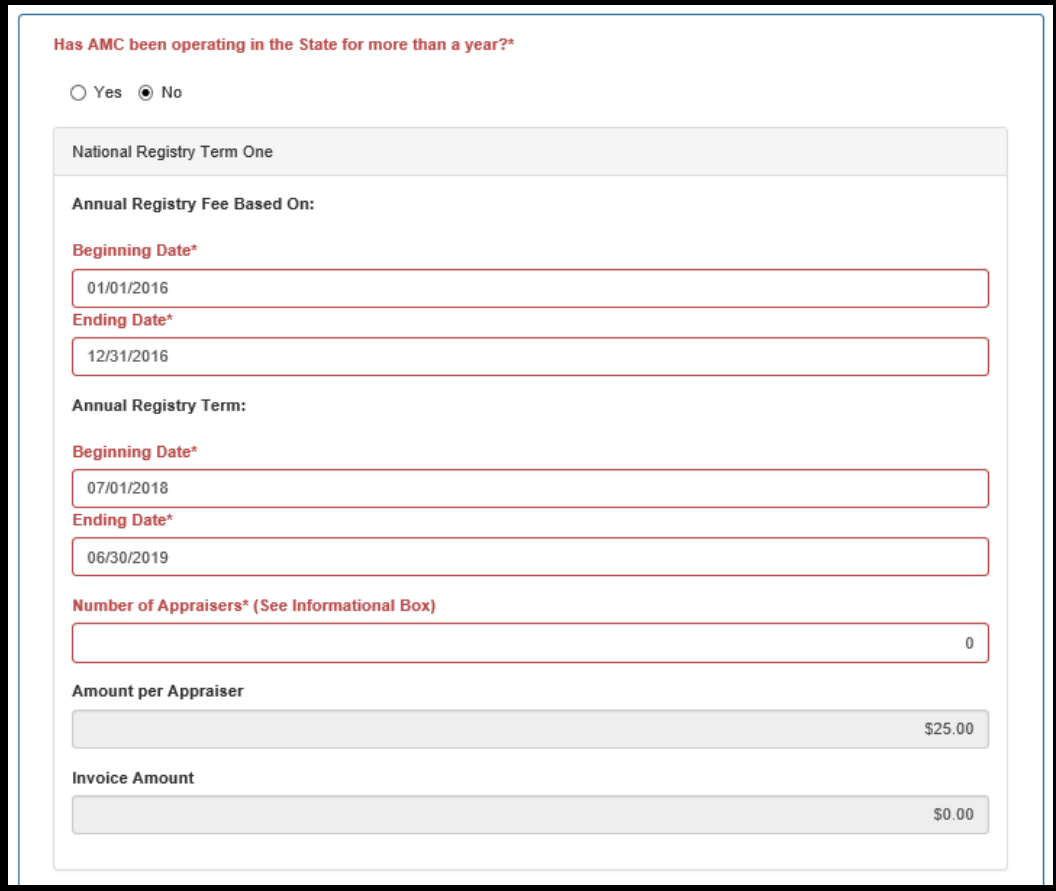
Adding a New AMC Continued

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).



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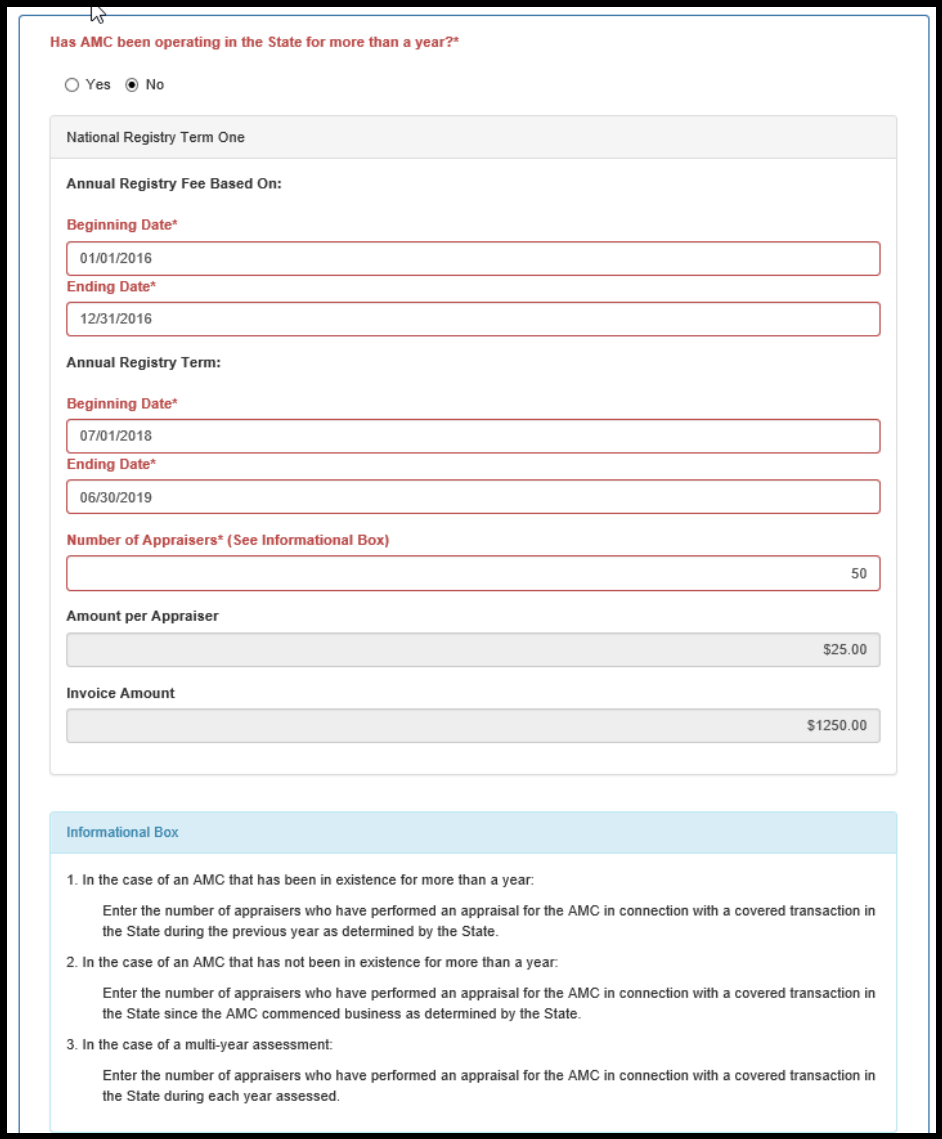
Adding a New AMC Continued

"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.



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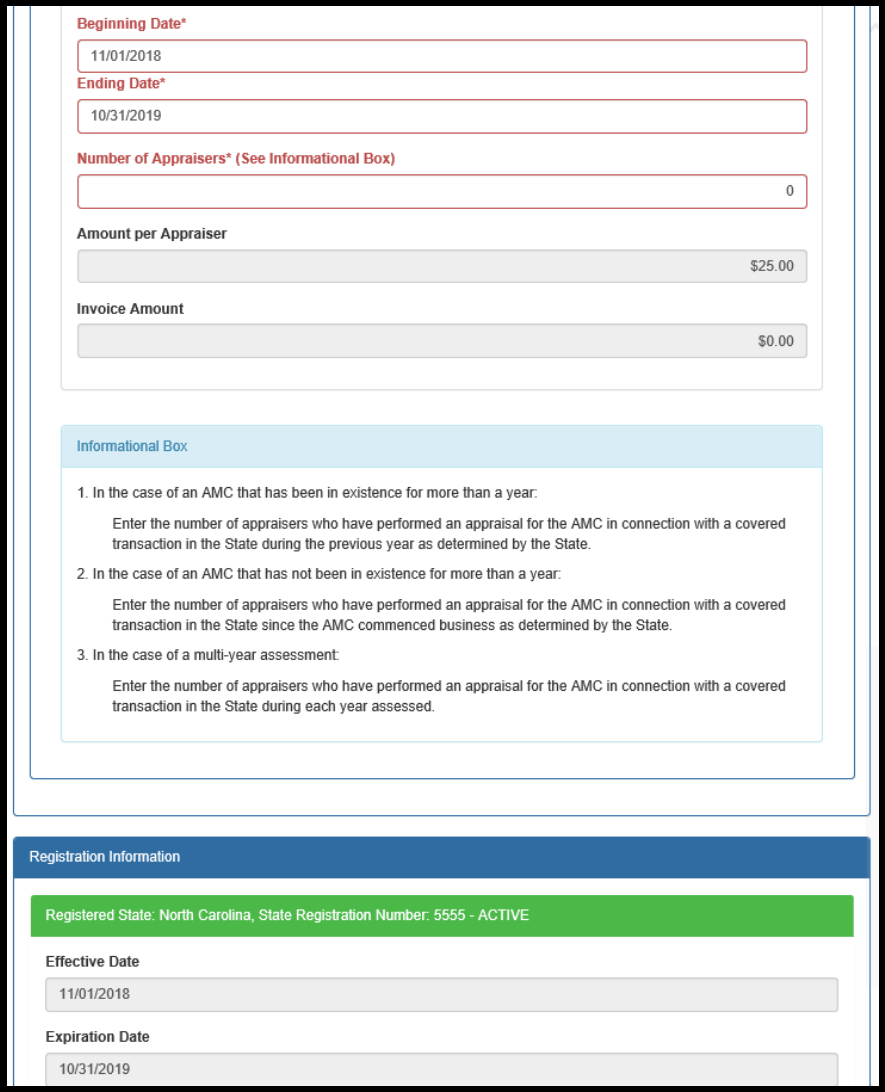
Adding a New AMC Continued

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.



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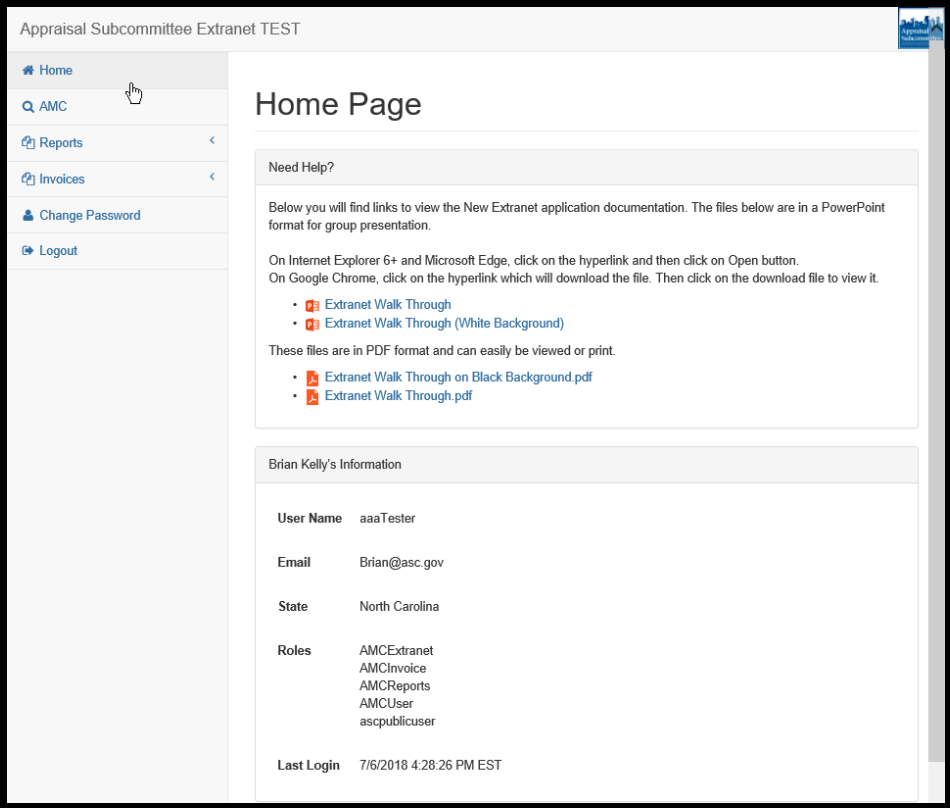
Editing an AMC's Data

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



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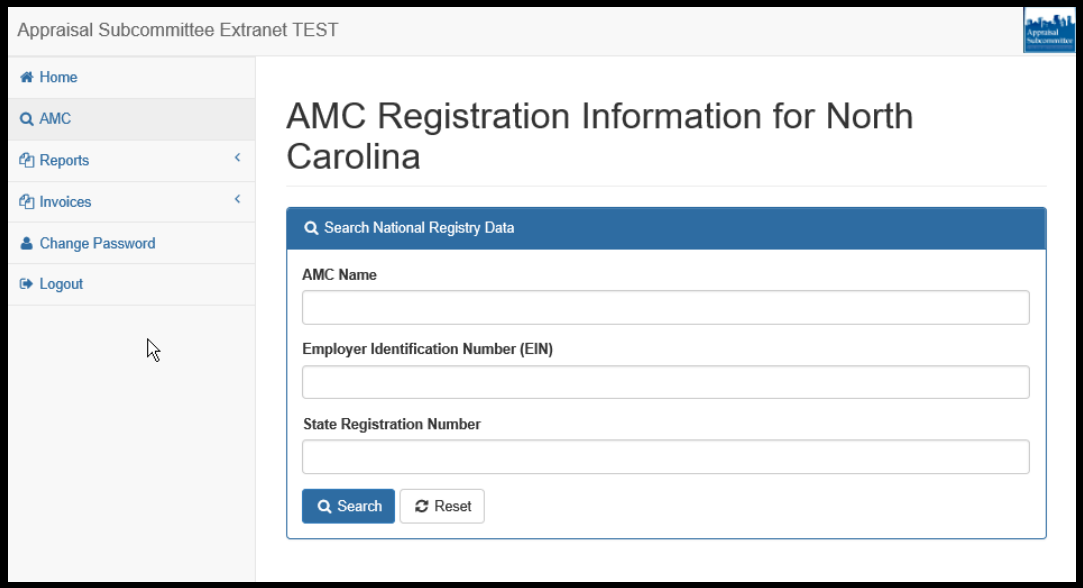
Editing an AMC's Data Continued

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.



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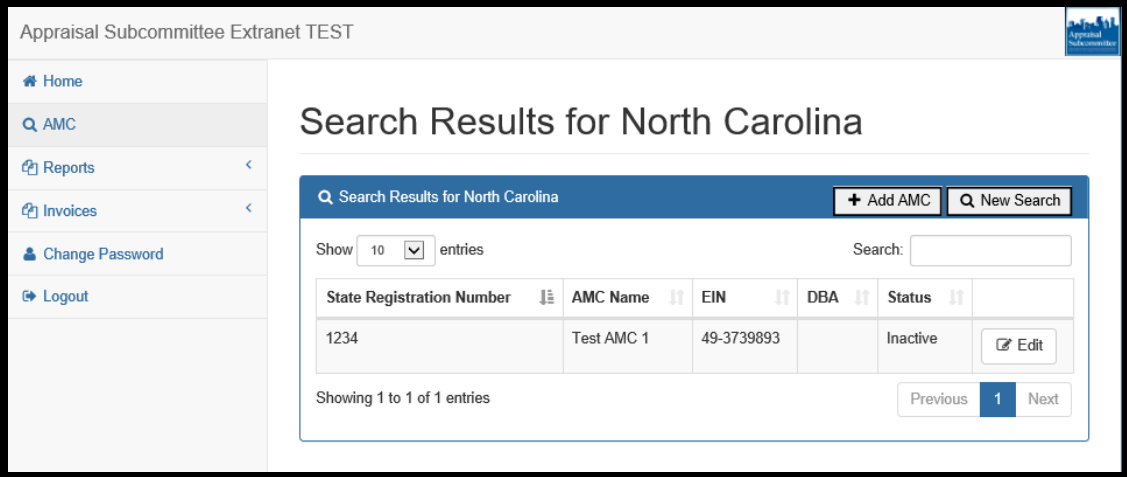
Editing an AMC's Data Continued

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

Use this procedure to update AMC information.



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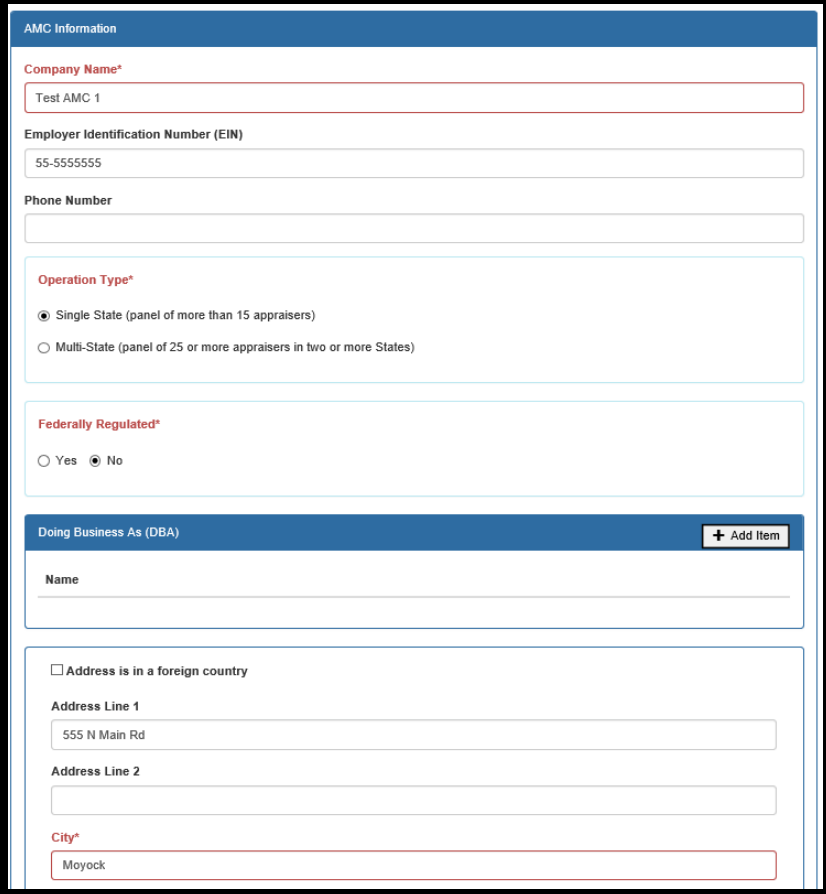
Editing an AMC's Data Continued

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



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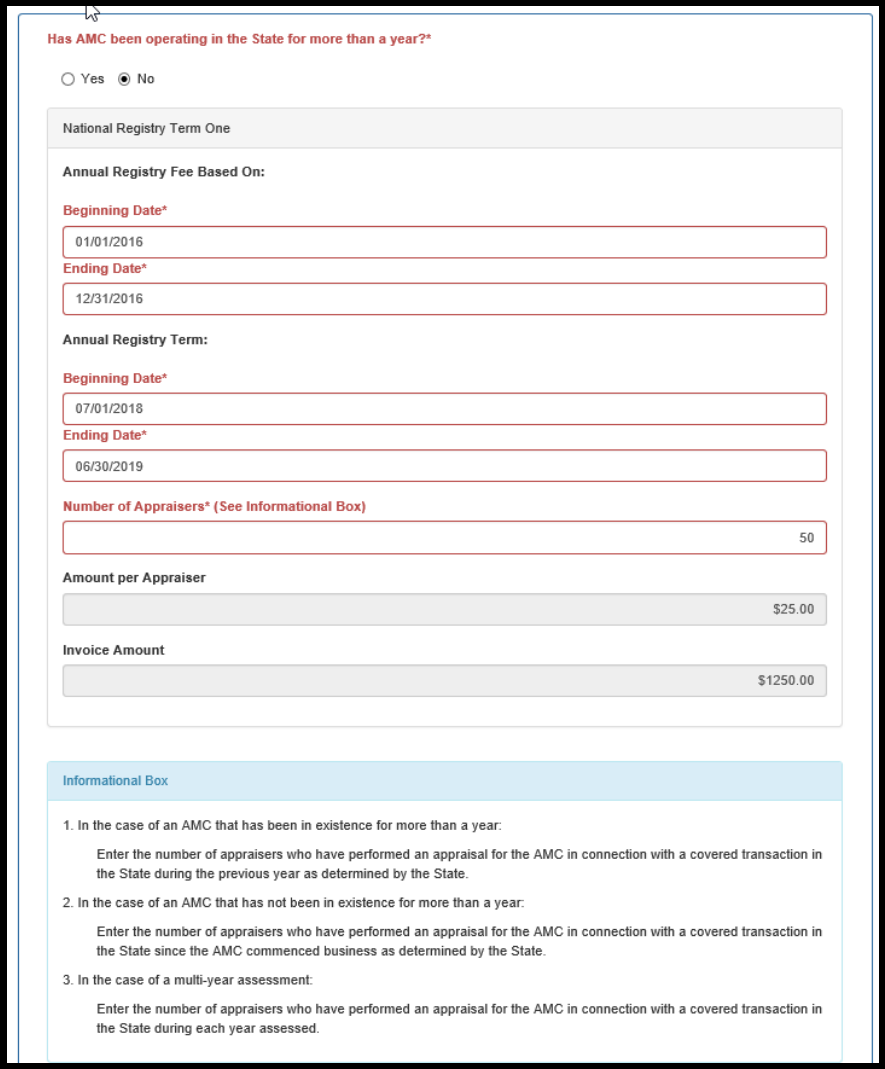
Editing an AMC's Data Continued

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



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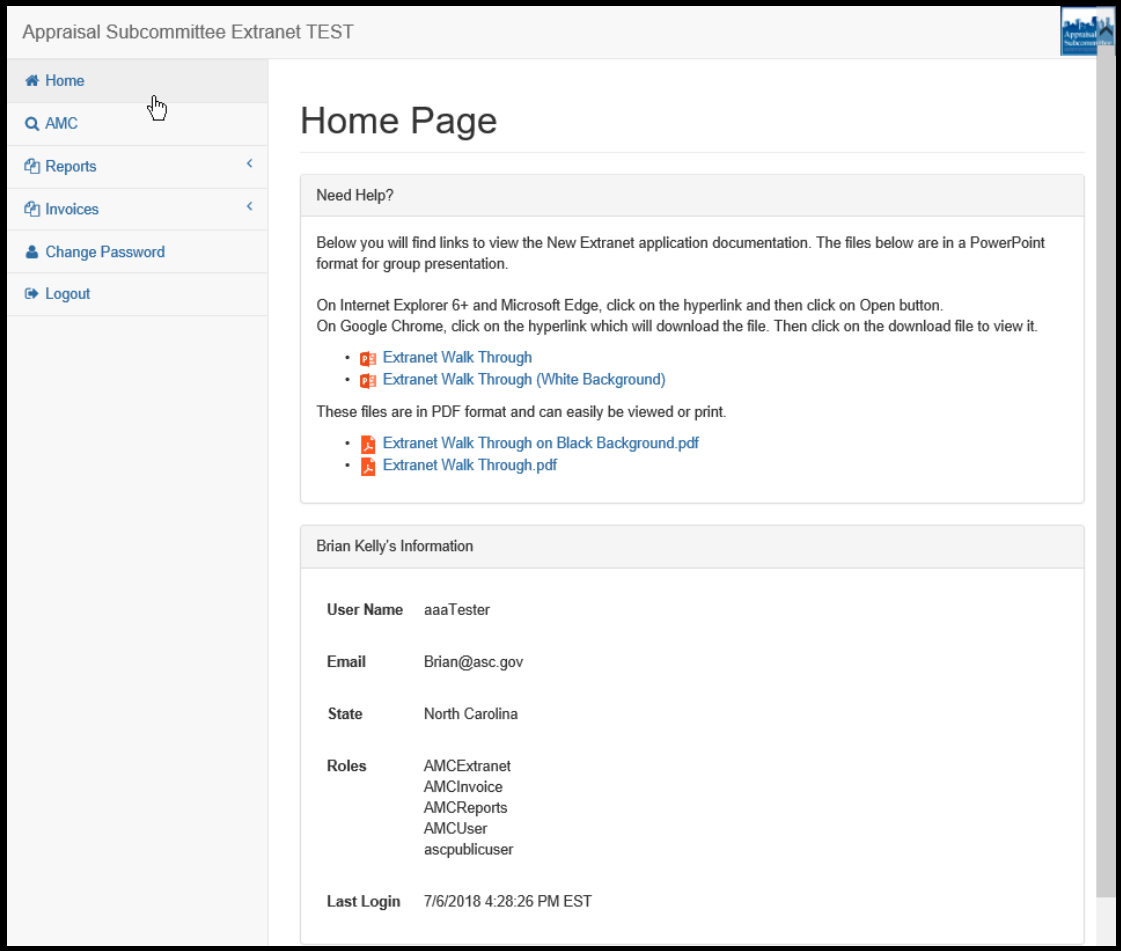
AMC Reports

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.



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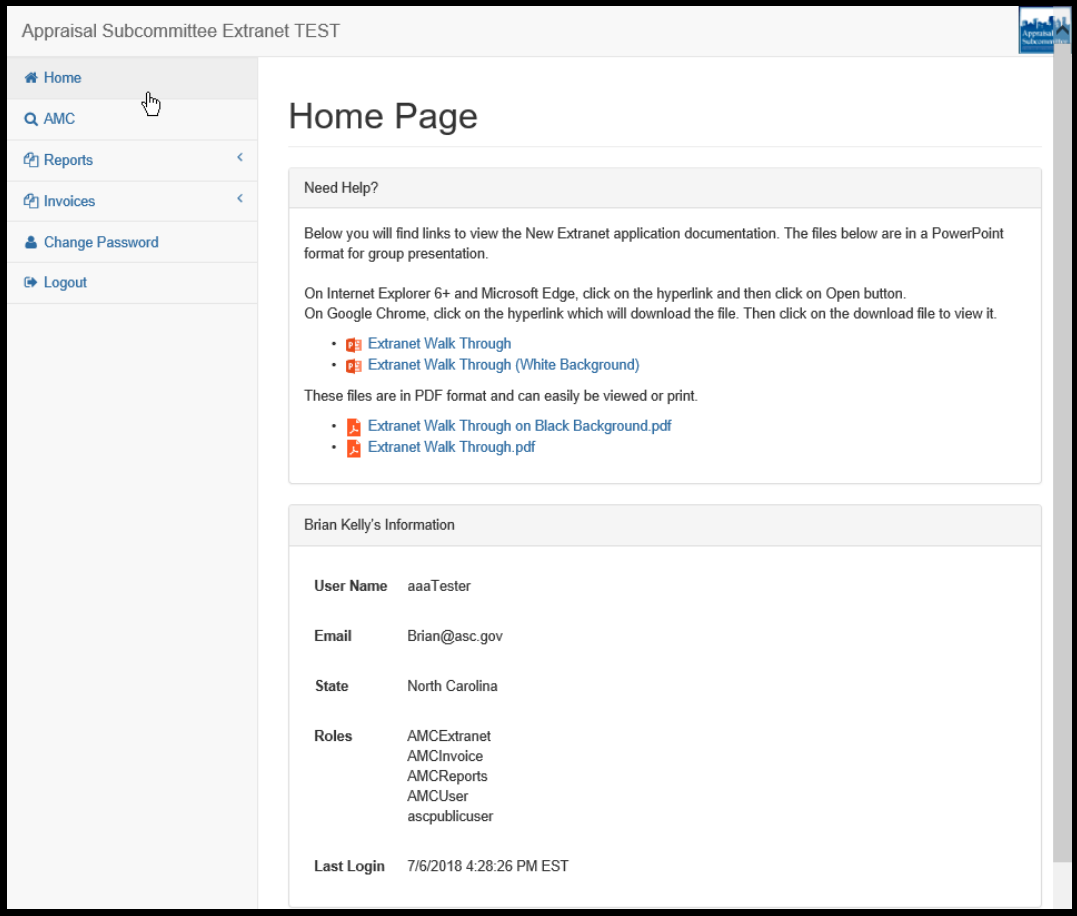
Invoices Tab

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



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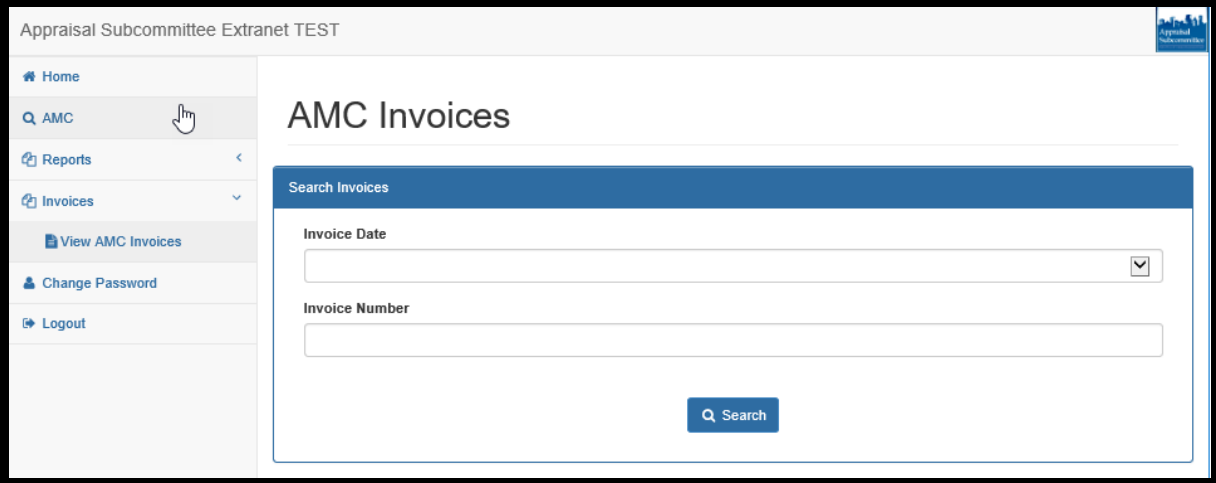
Invoices Tab Continued

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.



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