

HOW TO SET UP

YOUR ASAM ACCOUNT

Welcome to the new ASAM portal! Upon first login post system freeze, you will need to first set up your account even if you have an existing ASAM account.

1 Navigate to my.asam.org/welcome and scroll down to select **Sign Up**

2 Under the **Set Up an Account** tab, you will have the option to use a social login or enter your ASAM specific credentials.

Social Login

You can choose to use your **Apple**, **Google**, or **LinkedIn** to login to ASAM. Upon selecting one of these options, you will be redirected to the appropriate site to enter your information.

Notice: If you choose a social login, the ASAM team will be unable to assist with future password issues.

ASAM Login

If you want to maintain a unique login for ASAM, you will be directed to enter your ASAM credentials:

- First Name
- Last Name
- Email Address
- Password

3 Upon selecting **Set Up**, the system will attempt to connect you to an existing ASAM account based on the information provided.

If the system finds a match, **you will skip to step 5**.

If the system cannot find a match, you will be directed to a welcome page to **enter your full name**.

4 Upon entering your name, the system will ask you if **Any of these look familiar?**

If so, select that option, click **Continue**, and proceed to verification.

If you have an ASAM account and the system is unable to find a match, please contact ASAM.

5 Once the system has connected you to your existing account, you will be sent a verification email from email@asam.org with the subject **Verify Your Email**.

6 Upon clicking **Verify** in your email, a new tab will open taking you to the ASAM portal **Welcome!** page.

7 On the Welcome page, you must confirm or enter:

- First Name
- Last Name
- Email Address
- Professional Status
- Year you started treating patients
- Primary focus of practice

8 Once this information is entered, click **Next** to edit your communication preferences.

9 Click **Save Changes** and your account setup is complete!

- OR -

CREATE A STANDARD LOGIN

On the "Set Up an Account" tab, enter the email address and password you'd like to use. If using a different email address than is on your current account, no problem! We'll go through some steps to verify it's you.

Please note: each time you use a different login method, you must use the "Set Up an Account" tab.

STEP 2 - UPDATE YOUR PROFILE:

Take a few moments to update your profile with your current information so we can best serve you!

Ready?

SIGN UP 1

2

3

Welcome!

How does this work?

- First, you tell us your full name
- Then, we'll scan our system to see if you might already be in our database
- If so, we'll send a verification code to your email or mobile phone
- If not, we'll go ahead and create a brand new record for you in our database.

Enter your full name

CHECK FOR EXISTING RECORDS LOGOUT & START OVER

4

Any of these look familiar?

None of the Above

CONTINUE GO BACK

5

Verify your email address.

In order to start using this system, you need to verify your email address by clicking on the link that was sent to you.

RESEND VERIFICATION EMAIL LOGOUT & START OVER

6

Welcome!

CREATE CONTACT

Basic Info

Prefix

First Name* James

Last Name* Clark

Credentials

7

8

ASAM NEWSLETTERS

QUESTIONS?

Contact ASAM at email@asam.org

or 301.656.3920