


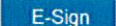




# ASG NEW IC SIGNUP GUIDE

Welcome to the ASG online enrollment website! Please follow the proceeding steps to complete your contractual online agreement.

1. Go to the online enrollment website [www.asgmain.com](http://www.asgmain.com)
2. Click on the "DRIVER LOGIN" button 
3. Select the blue link "ENTER CONTROL CODE" at the bottom of the screen
4. Your client control code is **07014**. Please enter in the space provided. After the control code is entered click **Continue**
5. After reading the "Welcome Page" click **Continue**
6. Fill out your general information and click **Continue**
  - \* BE SURE TO SELECT THE CORRECT LOCATION UNDER THE "DEPARTMENT" DROP DOWN MENU \*
  - \* You must fill out your general information the same way you file your taxes with the IRS \*
7. Once completed, your Login ID and Password will automatically be created; click **Print** to ensure that you have a hard copy for your records. When completed click **Email and Continue** and then **Continue**.
8. On the next screen your Agreement begins. There are three forms that must be completed: **Equipment & Vehicle Insurance, Accident & Injury Insurance Enrollment, and the W9 Section** after each section click the blue  button.
  - \* Please be sure to verify all information is accurate prior to electronically signing \*
9. After completing these required forms, there will be 2 optional forms that you may choose to sign up for including Tax Escrow and Direct Deposit
  - \* ASG recommends Direct Deposit. Please be aware that if the Direct Deposit option is disabled you may be automatically assigned a Pay Card account \*
10. Upon completion, please make sure to click the green box agreeing to the enrollment contract
 

To complete the online enrollment process click on the blue 
10. button and a contract will be generated for you. Simply enter your name and the date and click the blue  button.
11. Your agreement will be generated with all of the information you entered and your electronic signatures.
12. If you would like to review or save & print your contract, click on the "**Review / Print Agreement**" button.

For any technical problems please call the CRS/ASG office at 855-277-1099 between the hours of 9am-5pm EST - Monday through Friday