How To Enroll Employees On-Line:

Getting Started:

1) To enroll employees on-line, go to: **http://www.asapdrugsolutions.com**
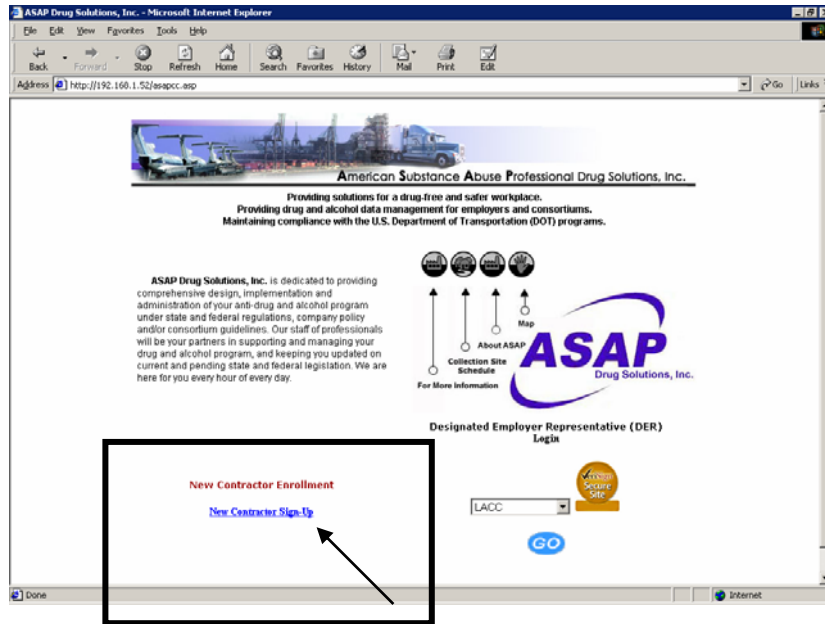
On the main page, click on "*New Contractor Sign-Up*" to directly link you to our enrollment template.

Right click on "*Download*" and select "*Save Target As*…"
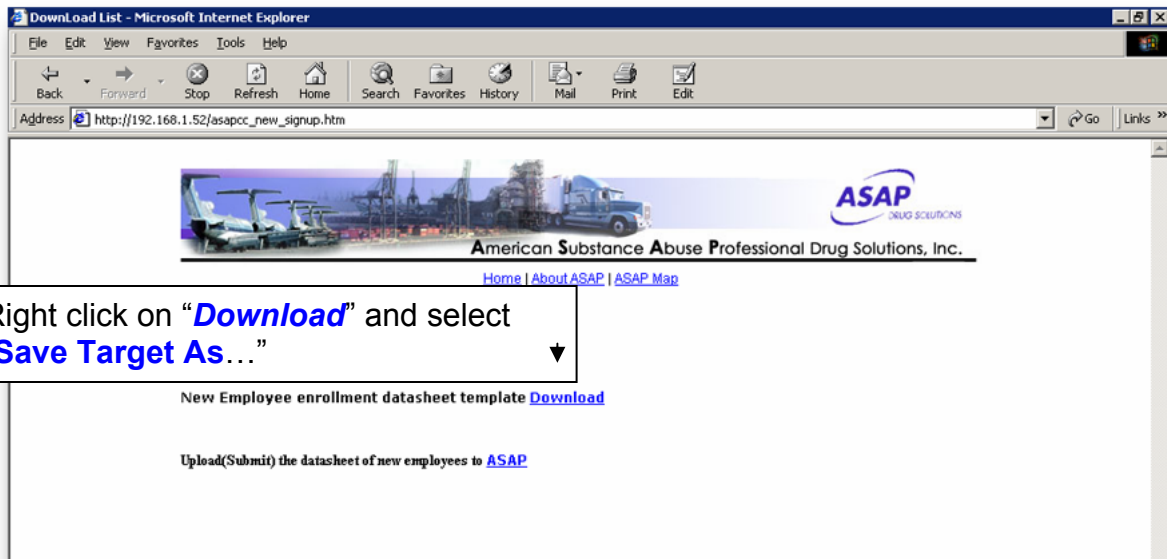
(NOTE: Please save the download file to a folder or a location for easy access.)

2) Open up the file you have just down-loaded, and at the top of the page (yellow highlight), click on the drop down arrow and select the appropriate consortium. – (Fig. C)

(Fig. C)

3) Fill in the required fields: "***Contractor Information***" and "***List of Employees***". In the white cells, list new employees using Excel format. Use the "Tab" key to move from column to column. Press "Enter" when ready to add another employee. **(see sample below)**

Sample:

Contractor Information:		Please select a consortium:	ASAPCC		
Company Name		**Address**	**City**	**State**	**Zip**
ASAP DrugSolutions, Inc.		1250 Pacific Ave.	Long Beach	Ca	90813
DER Last Name		**DER First Name**	**DER M.I.**	**Phone**	**Secure Fax**
Pandora		Andrew		(562) 624-2720	(562) 437-0281 Pando
List of Employees:					
Last Name		**First Name**	**M.I.**	**SSN**	**DOB**
Fernando		Ron		123-45-6789	
Aliso		Michael		998-76-5432	
Perkins		Aaron		654-32-7890	
Drake		Daniel		368-01-3579	
Xiong		John		564-54-5907	
Flores		Nicole		787-23-6543	
Paris		Richard		129-03-4589	
Cruise		Tom		456-35-7425	

4) Once you're done filling in the employee information, go to "File" and "Save" or "Save As" (See Fig. D). Name your file: (**your company name** employee enrollment, **i.e.** ABC Company employee enrollment).

(Fig. D)
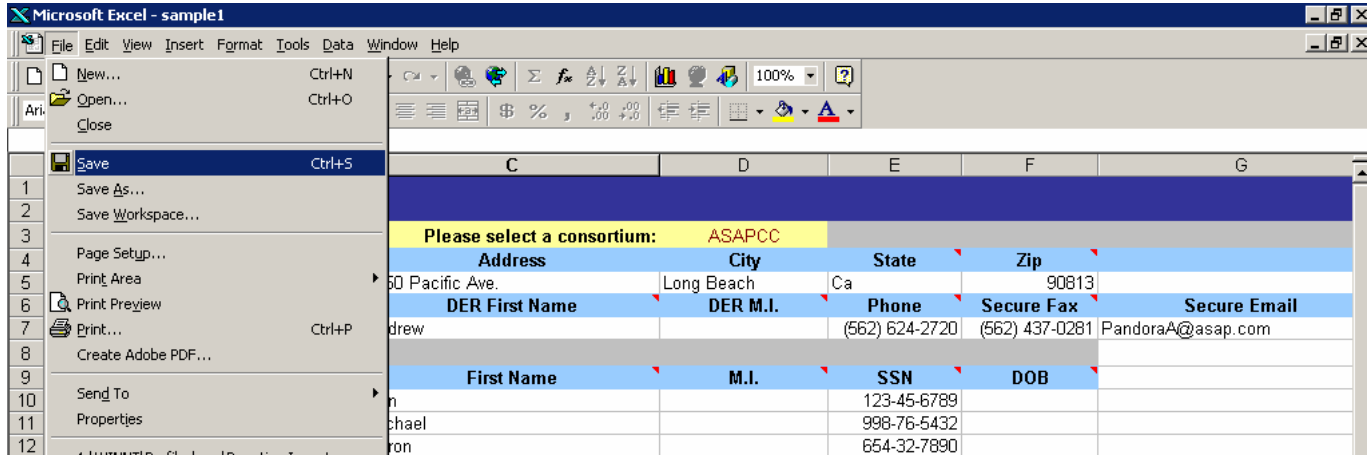
5) Next, go back to the ASAP Drug Solutions, Inc. website, click on "**Upload (Submit) the datasheet of new employees to ASAP**," here it will load your company default e-mail program (Example: Outlook). Please ask your IT Department for assistance with your internal, company e-mail.
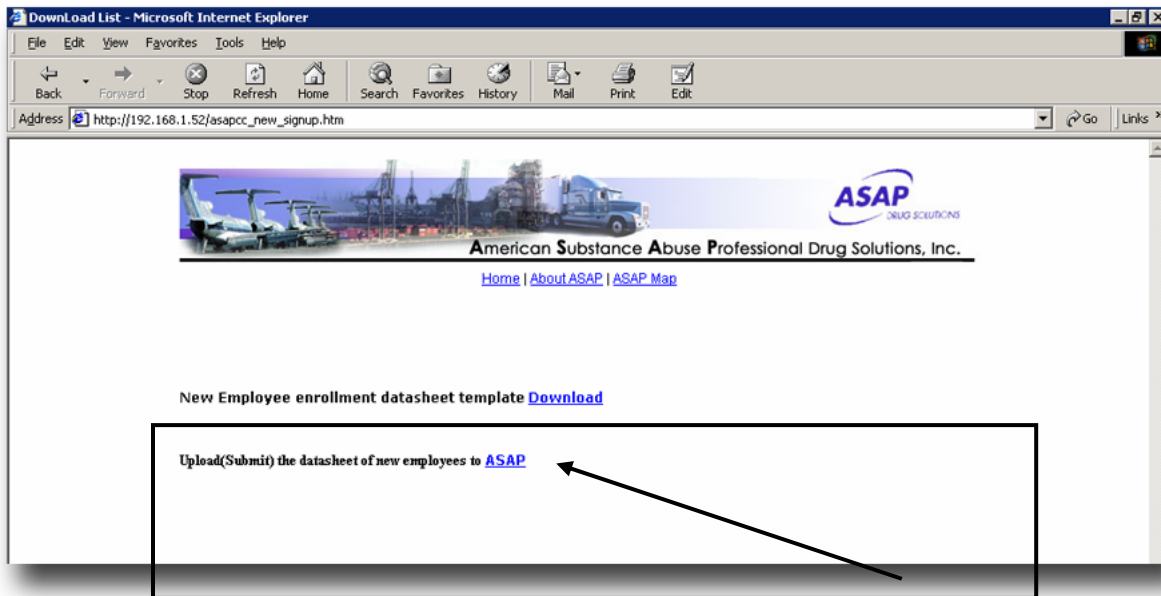
6) The return address (**enrollment@asapdrugsolutions.com**) is already filled in (Fig. E). Attach your new employee enrollment file. When you are ready to submit click on "Send". You're done!

Fig. E
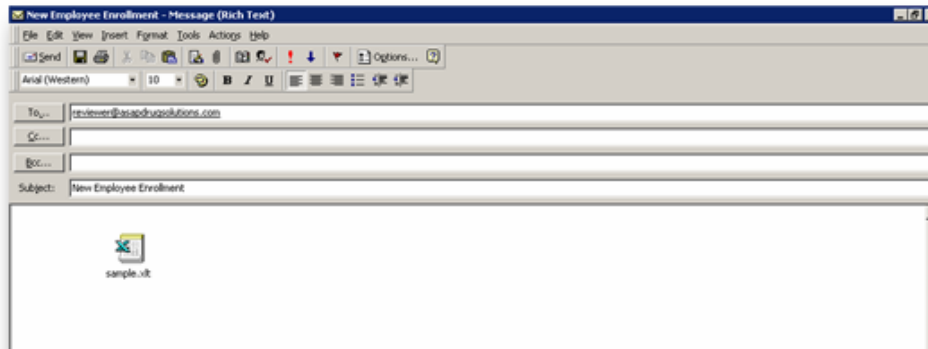
Your submitted data will be reviewed by our staff and if we have any questions we will call you. Please call us with any comments or difficulties in enrolling on-line (562) 624-2720.