CSA OnDemand™ Subscription View Access

AMHSA Member Quick User Guide

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Activating your Subscription View Access

1. Navigate to the AMHSA custom Standards Collection at this link: https://www.csagroup.org/store/product/2705340/, then click "**Add to Cart**."

2. Click on the shopping cart icon on the top right of the page to go to your Cart.

3. On the Cart page, under "**Discount Codes**," enter the AMHSA member's coupon (found in AMHSA Members area) and select "**Apply**". The discount code will apply a 100% discount for subscription view access for up to 10 users.

4. Click "**Checkout**" to complete the transaction. You will be required to login to your account. If you do not have one setup, you will be required to create one.

5. After the purchase has been made, you will receive a confirmation email and you will have immediate access to your Subscription View Access on *CSA OnDemand™*.
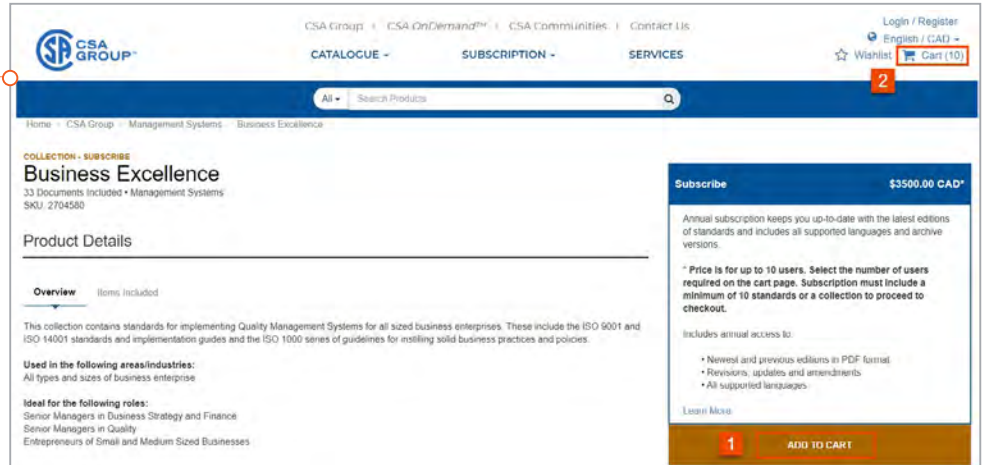
Accessing your Subscription

1. To access your subscription, go to *CSA OnDemand™*, https://store.csagroup.org/ondemand. Enter your username and password and select, "**Log in**."

2. Click on "**My Library**" to view a list of all standards included in your custom collection.

3. Click on a Standard, to expand the list to see all previous editions of that standard. With CSA Subscriptions, you will have view access to the most current edition along with all previous editions in all available languages.

Accessing your Standards *Continued*

4. From the expanded list, click on the Standard number of the edition and language of the document you want to view.

5. Click "**View Online**" to open the document. The document will open in a new tab in the browser.


License and User Management

1. To add additional users to your Subscription, select "**Account Management**" then "**Manage Users**" from the top navigation menu on *CSA OnDemand™*.

2. On the Document Access screen, select the "**Add New User**" tab.

3. Enter the user's first name, last name and email address and click "**Add New User**." You may add up to 9 additional users to your subscription.
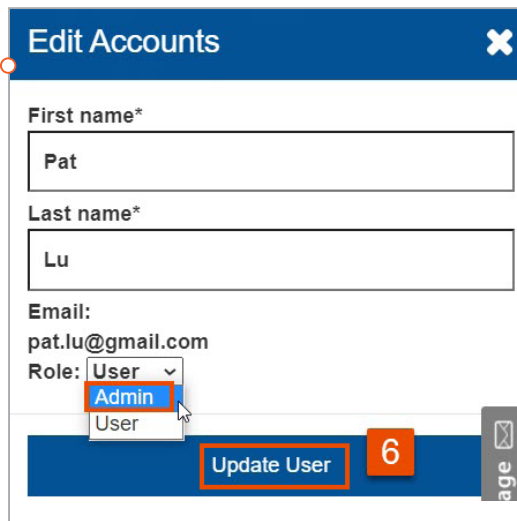
License and User Management *Continued*

4. Change the user role of the newly added user to an administrator. This will allow the user to make purchases on the CSA Store under the account. Click "**User Management**". Under the "**User Lookup**" tab, find the newly added user.
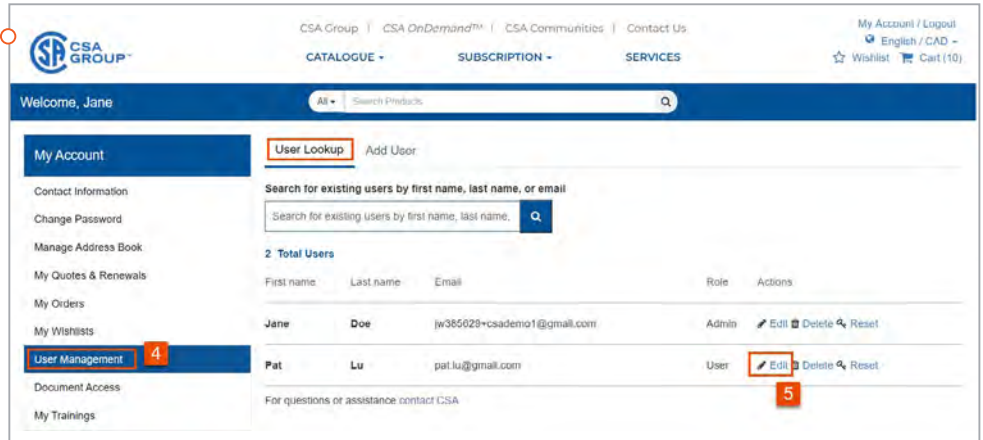
5. Click "**Edit**".

6. Under "**Role**", select "**Admin**". Click "**Update User**".

7. An invite email will be sent to the added user, to complete registration. They can now login to *CSA OnDemand™* and access the Subscription View Access.

Support

▪ For support or to add additional products, please contact us.

1-800-463-6727 Option 3 (sales@csagroup.org)

Contact CSA

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Mon-Fri, 8:00 am - 5:30 pm EST

Sophia Jaffer
CSA Customer Success Coordinator
sophia.jaffer@csagroup.org

For technical support:

📞 1-800-463-6727 Option 3
✉ sales@csagroup.org
🌐 store.csagroup.org

Contact AMHSA

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Mon-Fri, 7:30 am - 4:00 pm MST

Client Success
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