

# CSA OnDemand™ Subscription View Access

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## AMHSA Member Quick User Guide





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## Activating your Subscription View Access



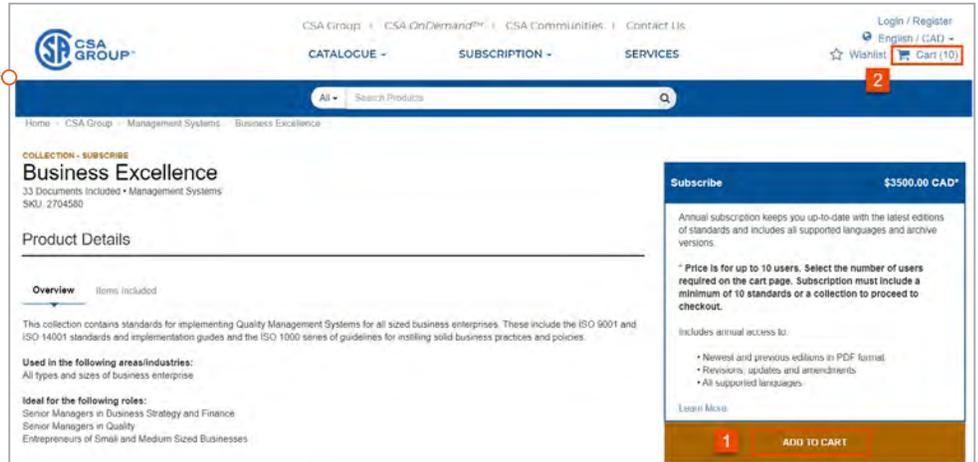
1. Navigate to the AMHSA custom Standards Collection at this link: <https://www.csagroup.org/store/product/2705340/>, then click **"Add to Cart."**

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 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), <https://store.csagroup.org/ondemand>. Enter your username and password and select, **“Log in.”**

**CSA OnDemand™ - Customer Login**

CSA OnDemand™ is your place to access purchased content, content subscriptions, order history, and account details. Log in to get started.

**Are you...**  
Someone who has purchased content from the CSA Store?  
Log in to CSA OnDemand™ to access recently purchased content, manage users and licenses

**Perhaps you are...**  
Someone given access to content by a company administrator?  
Shared access requires the invited user to complete their registration. Once your registration is finalized, log in to receive access to the company-purchased content. If you have not yet received an email invitation to complete your registration, please contact your company administrator.

**Or perhaps you are...**  
Part of a school, library or company that has purchased a subscription?  
Authentication is automatic if you are within the approved IP range. Ensure you are logged into your school, library, or company's network to access content. If you have opted to self-register, but you are having trouble logging in or accessing content, please contact your administrator.

**Log in to CSA OnDemand™ & My Account**

Note: The store was rebuilt as of June 2018. Accounts created prior to June 2018 are no longer valid. If you are a returning user, with an account created prior to June 2018, you will have to create a new account to login or checkout.

Username  
Username

Password  
Password

Log in **1**

Forgot your password? Create an account

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

**CSA OnDemand™ - Home**

Welcome, **Nancy**  
Association X has subscribed to CSA's Complete Electrical Collection that contains over 800 electrical standards. To get started use the search collection. To request additional documents to be added to the subscription, email your wishlist to your administrator.

CSA OnDemand™ provides 24/7 access to your personalized standards collection from CSA Group.

Quick Links **2**

My Library -> My Wishlist -> CSA Store ->

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.

**CSA OnDemand™ - My Library**

Your search resulted in **226** documents for "c22.1-18"

Designation	Title	Status	Year
<b>C22.1-18</b> <b>3</b>	Canadian Electrical Code, Part I (24th edition), Safety Standard for Electrical Installations	Active	2018
C22.1-18	Canadian Electrical Code, Part I (24th edition), Safety Standard for Electrical Installations	Active	2018
C22.1-F18	Code canadien de l'électricité, première partie (vingt-quatrième édition), norme de sécurité relative aux installations électriques	Active	2018
C22.1-16	Canadian electrical code, part I (23rd edition), safety standard for electrical installations.	Active	2015
C22.1-F16	Code canadien de l'électricité, première partie (vingt-troisième édition), norme de sécurité relative aux installations électriques	Active	2015
C22.1-12	Canadian electrical code, part I (22nd edition), safety standard for electrical installations	Withdrawn	2012

## Accessing your Standards *Continued*

- From the expanded list, click on the Standard number of the edition and language of the document you want to view.
- Click **"View Online"** to open the document. The document will open in a new tab in the browser.

The screenshot shows the 'My Library' page for 'C22.1-18'. A table lists documents with columns for Designation, Title, Status, and Year. The first row is highlighted in blue and has a red box with the number '4' next to its designation 'C22.1-18'. To the right of the table, there is a 'View Online' button with a red box and the number '5' next to it. The page also includes a sidebar with filters for Subject Area, Language, Document Type, Publication Year, and Publisher.

## License and User Management



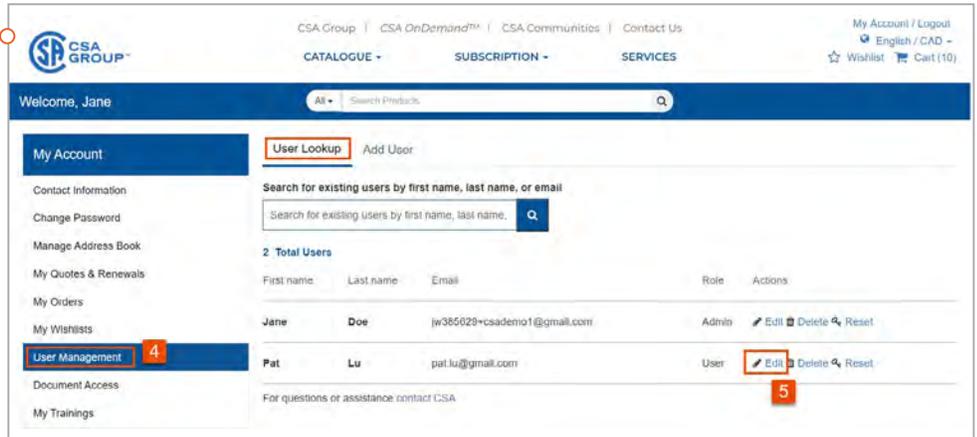
- To add additional users to your Subscription, select **"Account Management"** then **"Manage Users"** from the top navigation menu on CSA OnDemand™.
- On the Document Access screen, select the **"Add New User"** tab.
- Enter the user's first name, last name and email address and click **"Add New User."** You may add up to 9 additional users to your subscription.

The screenshot shows the top navigation menu with 'ACCOUNT MANAGEMENT' selected. A dropdown menu is visible with options: 'MANAGE ACCOUNT', 'RESET PASSWORD', and 'MANAGE USERS'. The 'MANAGE USERS' option is highlighted with a red box and the number '2'. The background shows the 'My Library' page with a document list.

The screenshot shows the 'My Account' page. The 'Subscriptions' section is active, showing '10 License(s)' and 'Expires: July 13, 2021'. Below this, there is a 'Purchase Additional Users' section with a 'Manage Users' button and an 'Add New User' button. The 'Add New User' button is highlighted with a red box and the number '3'. The form for adding a new user has fields for 'First name', 'Last name', and 'Email', each with a red box and a number (1, 2, and 3 respectively).

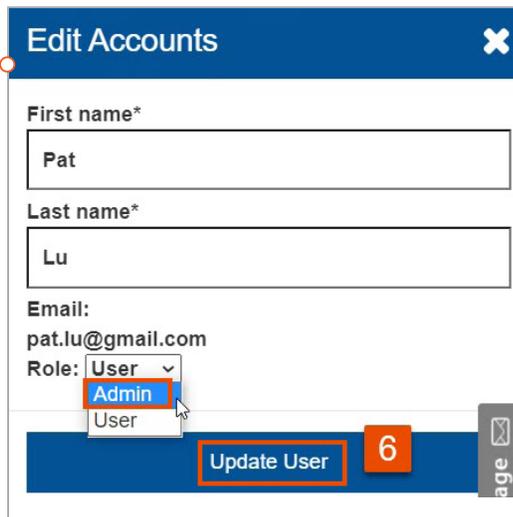
## License and User Management *Continued*

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](mailto: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  
safety@amhsa.net  
587-952-2268 / 1-800-267-9764

