

Access your myASE account by accessing the main ASE page and selecting the “myASE Sign In” link or go directly to <https://my.ase.com/Account/Login>

From the Dashboard page, select the “Send Status Letter” button located in the Certifications box.

The screenshot displays the myASE dashboard interface. At the top, there is a navigation bar with the ASE logo and links for DASHBOARD, STORE, and APPOINTMENTS. A user profile icon and a shopping cart icon are also visible. Below the navigation bar, a 'Daily Message: Welcome to myASE!' banner is present. The main content area is divided into several sections:

- Overview:** A central section with a blue header. It contains three sub-sections:
 - Reminders:** A table listing upcoming certification expiration dates. Each row includes a warning icon, a 'Code' (e.g., A1R), a 'Notification' (e.g., 'A1R is set to expire on 06/00/2021'), and an 'Options' button.
 - Designations:** A section showing the user's ASE designation, 'Master Automobile Technician', with a 'Since' date of '06/01/2005' and a 'Last Printed' date.
 - Test Results:** A table listing recent test results with columns for 'Test', 'Description', 'Test Date', and 'Result'. Results shown include A1R (Engine Repair Recert), A2R (Automatic Transmission/Transaxle Recert), A3R (Manual Drive Train & Axles Recert), A4R (Suspension & Steering Recert), A5R (Brakes Recert), A6R (Electrical/Electronic Systems Recert), A7R (Heating & Air Conditioning Recert), and A8R (Engine Performance Recert).
- Certifications:** A section with a blue header. It includes a message: 'Certificates are now mailed weekly. If you pass tests and we have your work experience on file, you should receive your certificate within 3 weeks. To get an official ASE Status Letter right now, click on the "View Status Letter" button below.' Below this is a table with columns for 'Test', 'Description', 'Expiration Date', and 'Status'. The table lists the same certification tests as the Test Results section, all with a 'Current' status. At the bottom of this section are two buttons: 'Send Status Letter' (highlighted with a red arrow) and 'View Status Letter'.
- Work Experience:** A section with a blue header. It contains a message: 'To become ASE certified, you must pass one or more ASE certification tests and present evidence of the required amount and type of hands-on work experience. To access important information, instructions, and the work experience form, click the Submit Work Experience Form button.' Below this is a table with columns for 'Experience Type' and 'Verification Date'. The table lists: 'Repair Technician - 2' (09/01/2009), 'Parts Specialist - 2' (09/24/2012), and 'Repair Technician - 1' (09/01/2009).

A new window or pop up will appear with a field to enter the email address your credentials will be sent to. Enter Licensing@Michigan.gov in the field and select "Send Letter".

