



Register for *AccessWES*

Secure Online Delivery of Evaluation Reports and Authenticated International Credentials

In keeping with its commitment to provide the fastest and most reliable international credential evaluation services, WES offers Licensing and Certification Boards *AccessWES*, a secure, online system for delivery of evaluation reports and authenticated international credentials.

The service is free of charge and requires no special computer programming or software to use.

Your board receives a complete, authenticated international credential package from WES to help streamline your international candidate review process.

To register for *AccessWES*, simply submit the attached registration form, designating an administrative contact and selecting your board's service preferences.

Administrative Contact:

An *AccessWES* administrative contact must be designated; this person will be able to select and manage all institutional service preferences.

Service Preferences:

The administrative contact can manage the following options and preferences

- Adding users who may view and/or download WES reports
- Request e-mail notifications regarding applicants' WES evaluation status
- "Go paper-less" - discontinue postal delivery of "hard-copy" WES reports

Once WES receives your *AccessWES* registration form, one of our Academic Services representatives will contact you to verify your instructions, answer your questions, and complete the registration process.

To discuss any aspect of this or any other WES services, please call our Academic Services Department at 212- 219-7330 or via e-mail at support@wes.org.



Institutional Registration Form for AccessWES
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Service Preferences: (Please select your initial preferences)

a. WES Report Delivery: _____ Paper and Electronic Reports
_____ Electronic Reports *only*

b. E-mail Notifications: Provide an e-mail address in the space provided if you wish to be notified when WES receives requests for evaluations to be sent to your board or agency and when WES has completed the evaluations and they are ready for you to review and retrieve on-line.

E-mail address for notifications: _____

c. Enhanced Security: The WES online evaluation site ensures security through its use of password-protected access and 128-bit "Secure Socket Layers" (SSL) encryption. At your request, WES can provide additional security options.

Authorizing Official:

I certify that I am authorized to register the board/agency indicated above for the AccessWES electronic credential evaluation delivery service.

Name (print) _____

Title _____

Signature _____

_____ (date)

Mail to: WES
AccessWES Registration
P.O. Box 5087, Bowling Green Station
New York, NY 10274-5087

Questions: Call 212-219-7330

or

Fax to: 212-739-6151