## Submitting an electronic transcript through Parchment

You may be using the Parchment.com ordering system, or one through your academic institution. While some of the screens may appear slightly different, the information below should assist in the ordering of an electronic transcript to be sent to the ASCP Board of Certification.

You should submit transcripts only <u>after</u> you have submitted an application, including payment.

- 1. When asked to "Set Delivery Destination" for your electronic transcript to be sent, search for ASCP BOC.
- 2. Select American Society for Clinical Pathology Board of Certification (ASCP BOC)



- 3. You will be asked to enter your ASCP Customer ID as part of the ordering process. Your ASCP Customer ID is a 8-digit number; it can be found in several locations:
  - In the email confirmation you received after submission of your online application.
  - On your ASCP Dashboard post login.

< BACK	Item Details	CANCEL ×
TRANSCRIPT	ent in Blake Date of Birth:	
FROM University New York, NY TO American Society for Pathology Board of (ASCP BOC)	Credential Fee Subsidized Subsidy provided by:	lectronic \$0.75 -\$0.75
<ul> <li>When do you want this sent?</li> <li>Send Now</li> <li>* ASCP Customer ID</li> <li>25412345</li> <li>Last 4 of SSN</li> </ul>		

Following these instructions will ensure that your transcript is delivered quickly and accurately to ASCP Board of Certification staff to facilitate the processing of your application.