



September 2017

Dear Valued Customer,

We hope your school year is off to an excellent start! The Assessment Resource Center (ARC) continues to make every effort to keep our services convenient and affordable for our customers. To this end, last year we launched our online store enabling faster processing of your orders. This year we are offering electronic assessment scoring reports to decrease your turnaround time.

Electronic scoring reports are now available via the University of Missouri’s Secure Transmit system. Please indicate if you would like to take advantage of this opportunity or if you would like to continue to receive your reports in paper form below and return this form with your assessments for scoring.

If you select the electronic reporting option, you will receive an email from the Secure Transmit system when your reports are ready. That email will contain a link to download the reports. You will also receive a *second* email with login information to create your account and access your reports. You will use the username and password that you create for all future logins.

Please remember to include this form when you return your assessments for scoring. You can also download the form on our website [arc.missouri.edu](http://arc.missouri.edu).

Thank you for being a valued customer and letting ARC serve your assessment needs. As always, please let us know if you have any questions.

*Casey Osterkamp*  
Casey Osterkamp  
Director, Assessment Resource Center

\*If you are not already ordering materials through our [online store](http://arc-missouri.nbsstore.net) (arc-missouri.nbsstore.net) – check it out for faster processing and to explore our many other educational products!\*

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**Reporting Delivery Preference**

- Yes! I would like to receive my reports via Secure Transmit system

Assessment reports contact name - \_\_\_\_\_

Assessment reports contact email - \_\_\_\_\_

- No, please continue to send my reports in paper form

Assessment reports contact name - \_\_\_\_\_