

ACCESSING YOUR DIGITAL PUBLICATION

STEP 1 of 3: "Purchase" (At \$0.00 Cost) Your Complimentary AASHTO Digital Publication

Before you can access your complimentary AASHTO publication, one person—either you, the AASHTO Publications Gatekeeper, or a designee—will first need to purchase (at \$0.00 cost) this digital publication. **BE ADVISED** that whatever login/account information is used to initially purchase (at \$0.00 cost) this digital publication will be required each time you or a colleague subsequently opens the digital publication. *And, once a digital publication is initially purchased, it cannot be transferred between accounts.*

- Visit the AASHTO Online Store at <https://store.transportation.org>
- Click the My Account menu, and log in to your AASHTO Account by entering your AASHTO Account email address and password.
- Once you have logged into your AASHTO Account, enter the Item Code for the publication in the search box at the top of the page, and click the "Search" button.
- Click on the publication title to open the Publication Detail screen.
- On the Publication Detail section, select "Web-Based Single User" in the Format box on the right of the screen, then enter the quantity of complimentary single-user licenses (shown in the transmittal email), and hit the "Add to Cart" button, followed by the "Go to Cart" button.
- At the bottom right of the Shopping Cart page, in the Enter Promo Code section, enter the 16-digit Promotion Code from the transmittal email in the space provided, and hit the "Apply" button. Once you hit the "Apply" button, the system will show your 100% discount and will adjust the price to \$0.00. Once your price has been adjusted to \$0.00, click "Proceed to Checkout."
- Because you are receiving this item at a cost of \$0.00 as a benefit of your AASHTO membership, you do not need to enter any payment information on the Checkout page. Simply click the "Review Order" button to proceed.
- Review your order to ensure that the Total Cost is \$0.00 and that you are placing the order with the AASHTO Account that you wish to use to provide access to the publication. If everything is correct, click "Place Order." If not, click "Clear Cart" or "Back" to make any changes.
- Once you place your order and purchase your digital publication (at \$0.00 cost), you are now ready to open your complimentary digital publication.

STEP 2 of 3: Open Your Complimentary Digital Publication

Once the complimentary digital publication has been initially purchased (at \$0.00), it is now ready to be opened. To open your complimentary digital publication, click the following link to the location of this digital publication: <http://hm.digital.transportation.org>

- Log in using the same AASHTO Account login information you used to initially purchase (at \$0.00 cost) your digital publication.
- Your digital publication should now open.

STEP 3 of 3: Share Your Complimentary Digital Publication with Your Co-Workers

Once the initial purchase of the complimentary digital publication is complete, it can now be accessed and viewed by a number of your co-workers at the same time equal to the number of licenses that you have. User licenses are not tied to a specific person or computer, which means that any time, up to the licensed quantity users can have the same digital publication open at the same time; these need not always been the same individuals.

To allow your co-workers access to this complimentary digital publication, you will need to provide them with the following information. Be sure to record this information for future use, as both you and your co-workers will need this information each time you want to access the publication:

- The link to the digital publication: <http://hm.digital.transportation.org>
- The login information you used to initially purchase (at \$0.00 cost) the complimentary digital publication, i.e., your AASHTO Account email address and password.

NOTE: *If you prefer that your co-workers not use your email address and password to login to the digital publication, you can, instead, provide them with alternate login information, the digital account number and password associated with your AASHTO Account. If you do not know your digital account number and password, you can obtain it by clicking "My Account" on the AASHTO Store, <https://store.transportation.org>, while not logged in, and following the "Forgot your password?" link. You will receive an email that contains both your AASHTO Account email address and password, as well as the digital account number and password. You can then share the digital account number and password with your co-workers, so that they can log in to the digital publication. The digital account number and password cannot be used to log in to your AASHTO account.*