Step 1: Log onto your previously created account at https://www.aes-edu.org/aesedu/applicant/login.cfm.

Step 2: Once logged in select “Order Sealed Copy.”
Step 3: Carefully review the terms page. If you agree, type your electronic signature in the box and select “Agree & Continue.”
Step 4: Review your information. Personal data is automatically shown based on your original application. If you contact information has changed, please update it here.

<table>
<thead>
<tr>
<th>Client ID: 1601541</th>
</tr>
</thead>
<tbody>
<tr>
<td>* indicates required field</td>
</tr>
<tr>
<td>Name to be used in evaluation: <strong>DOE, Jane</strong></td>
</tr>
<tr>
<td>Other Name(s) on Documents:</td>
</tr>
<tr>
<td>Date of Birth: <strong>Jan, 01 1998</strong></td>
</tr>
<tr>
<td>Country of Birth: <strong>Brazil</strong></td>
</tr>
<tr>
<td>Gender: <strong>F</strong></td>
</tr>
</tbody>
</table>

Below is the latest contact information we have on file for you. Please update as needed:

- **Address**: 1234 Main St
- **City**: Tampa
- **Country**: United States
- **State/Province**: Florida
- **ZIP/Postal Code**: 33617
- **Phone 1**: 8131234567
- **Phone 2**: Type
- **Email**: 123456@gmail.com
Step 5: Determine where to have your additional copies delivered to. If you wish to have the copies go to you, rather than an institution, select the number of copies in the first dropdown box.

Step 6: To have a copy sent directly to an institution select MAIL INSTITUTION COPY.

Enter the institution address in the box that opens
Step 7: Select REVIEW & PAY. Review your order, select BACK if any information is incorrect.

Step 8: If everything is correct, enter credit card payment (Visa, Mastercard or Discover Card) and SUBMIT ORDER.

Once your request is submitted, you will receive an email from AES with a copy of your application attached. Once the extra copy is mailed, you will receive a final email notification from AES and a separate email notification from the carrier with tracking information.