

## GMASS® Quick Tips

To use GMASS® effectively, please use the tips below. You may also contact us at [gmass@gmac.com](mailto:gmass@gmac.com) if you have any questions or concerns.

### Save Search Results

You can save and purchase all the names identified through your search criteria, or you can choose to save and purchase only select groups of them.

- **Save all names** — Includes new names and those previously purchased through your current subscription.
- **Save search with the following names** — Allows you to select any combination of the following options:
  - New names, unpurchased: Excludes all names previously purchased through your subscription.
  - Purchased names with updated profiles: Includes all previously purchased names that contain new or updated information since your purchase. This can include new GMAT® scores, changes to contact information, or answers to background information questions.
  - Purchased names without updated profiles: Includes all previously purchased names unchanged since originally purchased.

### Understand Name Count Changes

When you refresh your search, the name count may change for the following reasons, among others:

- **Candidate Opt-Out** — If, during the time after a search is placed in the Shopping Cart and before the resulting file is purchased, we receive information that a candidate has elected not to participate in the GMASS service, we will exclude that name from the file.
- **Candidate Information Change** — If, during the time after a search is placed in the Shopping Cart and before the resulting file is purchased, we receive information that a candidate no longer meets the search criteria or now does meet them, we will add or delete them from the file accordingly.
- **Duplicate Records** — Searches are run in the order in which they were placed in the Shopping Cart. If you have chosen not to receive duplicate records, we will compare later searches to earlier ones to avoid duplication.

GMAC® reserves the right to delete names that meet a school's search criteria at its discretion, if necessary, based on legal requirements.

### Locate Your Invoices

GMASS invoices can be downloaded and printed from the following areas:

- **Purchase History** — Located in the GMASS workspace, you can download a copy of your GMASS invoices and receipts. (Note: If your account is suspended, you will not have access to any area in the GMASS workspace.)
- **My GMAC** — Located on the gmac.com home page (after log-in), you can download and print all GMAC® related invoices and receipts, including GMASS items.

### Copy a Search

If you like a search that you have used in the past, you can use the Copy feature to create a new search with the same criteria.

1. Locate the search you wish to copy in your purchase history.
2. Click on the Copy icon to create the new search.

### Choose Your File Format

- If you would like to read the contents in a **spreadsheet**, select the electronic comma-delimited (.csv) format of the download file. A .csv format may also be appropriate for importing into older electronic-mailing systems or into a database application.
- If you are planning to use the data in a **Web or other custom-built application**, select the Extensible Markup Language (XML) format of the download file.
- If you are unsure which file format is appropriate, please check with your Technology Department. Save Search Results

### Pay for Your GMASS Names

You can pay for your GMASS subscription or name searches with a credit card or a purchase order. You can change your payment method at any time.

Credit card purchases are processed automatically by the GMASS system, making this the fastest payment option.

Please follow the steps below to submit a new purchase order when you establish your GMASS subscription or order a name search.

1. You provide a PO number.
2. GMAC sends you an e-mail asking you to send us a copy of the PO.
3. You fax GMAC a hard copy of the PO to +1-703-749-0169 or email an electronic copy to [gmass@gmac.com](mailto:gmass@gmac.com).
4. GMAC approves your purchase on receipt of the PO.
5. GMAC sends you an e-mail instructing you to download your invoice.
6. You download the invoice and route it through your Accounts Payable process.

### GMASS Terms of Use

Users must agree to the [GMASS Terms of Use](#) (PDF) as part of the subscription process.