**Step-by-Step Instructions for creating an Asana Guest Account:**

1. Go to the Asana website: https://asana.com/
2. In the upper right corner of the page, click **Get started**.
3. On the page that appears, enter your email address.
4. Check your email inbox for a message from Asana and click the verification link provided.
5. Enter your name and create a password to finish setting up your account.

Other ways:

* After you submit an Asana form, a page will appear telling you that you’ve completed the form. On that page, if you do not already have an Asana account, it will give you the option to create one.
* Likewise, if someone ‘shares’ an Asana form, you will get an email in which you can also sign up for a guest account.