



## Printing Instructions for Candidate

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Candidates can print all earned credentials at any time by following these steps:

1. Log into your candidate account.
2. Click on "My Credentials".
3. Click on the printer icon (in the "Print Certificate" column) beside the credential you would like to print out.
4. Ensure that all pop-up blockers are disabled for this page and that there is a printer connected to your computer.
5. Print out the PDF that appears in the new window.

Suggested paper: 80# (cardstock) 8.5 x 11, white



## Printing Instructions for Sponsors

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Sponsors can print their candidates' credentials at any time by following these steps:

1. Log into your sponsor account.
2. Click on "View Candidates".
3. Click on a candidate's name.
4. Click on the printer icon (in the "Print Certificate" column) beside the credential you would like to print out.
5. Ensure that all pop-up blockers are disabled for this page and that there is a printer connected to your computer.
6. Print out the PDF that appears in the new window.

Suggested paper: 80# (cardstock) 8.5 x 11, white