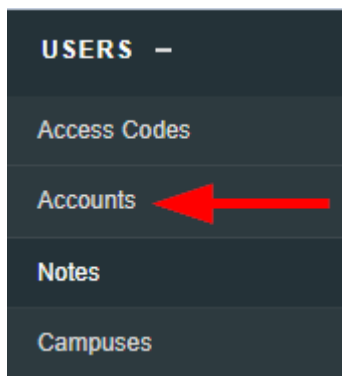


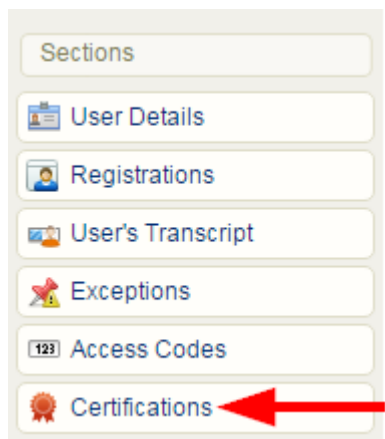
Mail Certifications

Some systems are configured to send a physical copy of a certification to an individual. Certification Sent is the date that the certification was physically sent to an individual.

1. Log in with a Site Manager account.
2. Select **Accounts** under Users in the main navigation menu.



3. Select an account name to open the individual's profile.
4. Select **Certifications** from the Sections menu on the right. If you can't see the menu, show the



Tool Panel .

5. Optionally update the Certification Mailing Address at the bottom of the page. The address is automatically populated from the address information on the individual's profile if, but can also be edited by the Site Manager here.

Certification Mailing Address

Last Modified: 3/1/2019 2:36:50 PM

Street Address:

City:

State:

Zip/Postal Code:

Country: