
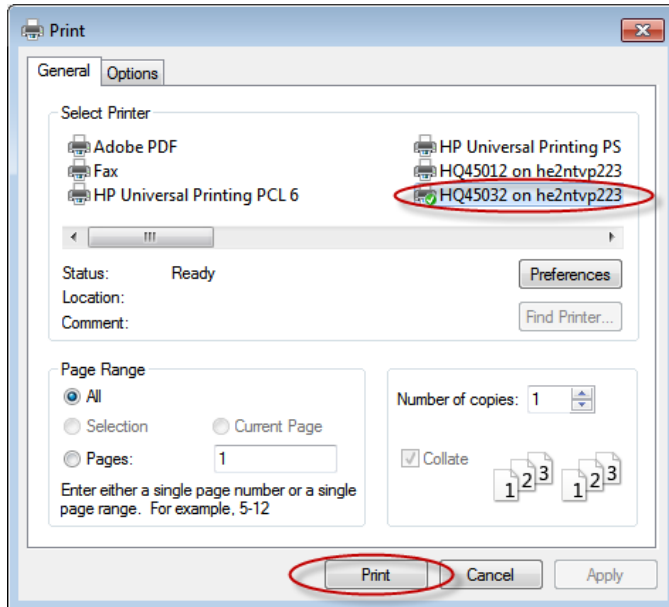


Tips for Printing and Saving your Certificate of Completion Results

Reference this document if you are having difficulties printing and/or saving your certificate of completion results.


To print:

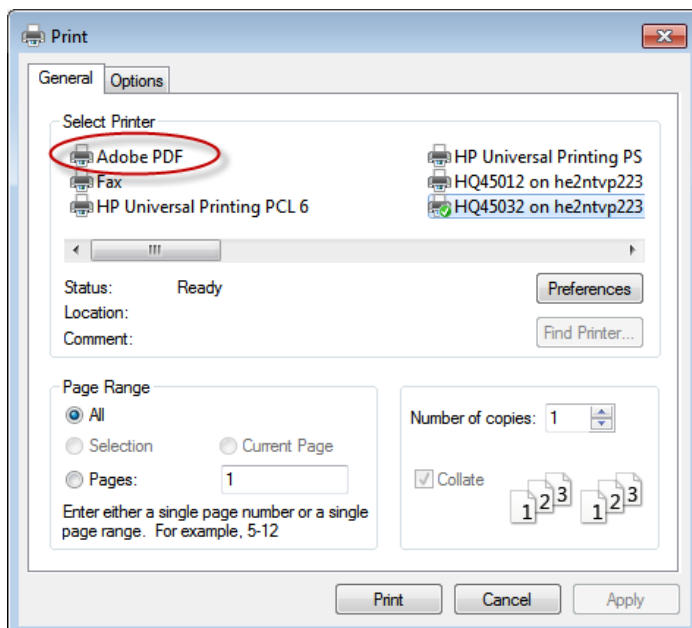
1. At the certificate of completion page, select the print icon  located at the bottom right corner. The *Print* window will open.



2. From the *Print* window, under *Select Printer* section pick a designated printer name that your device is connected to and then click the **Print** button. A copy of your certificate of completion page should print accordingly.

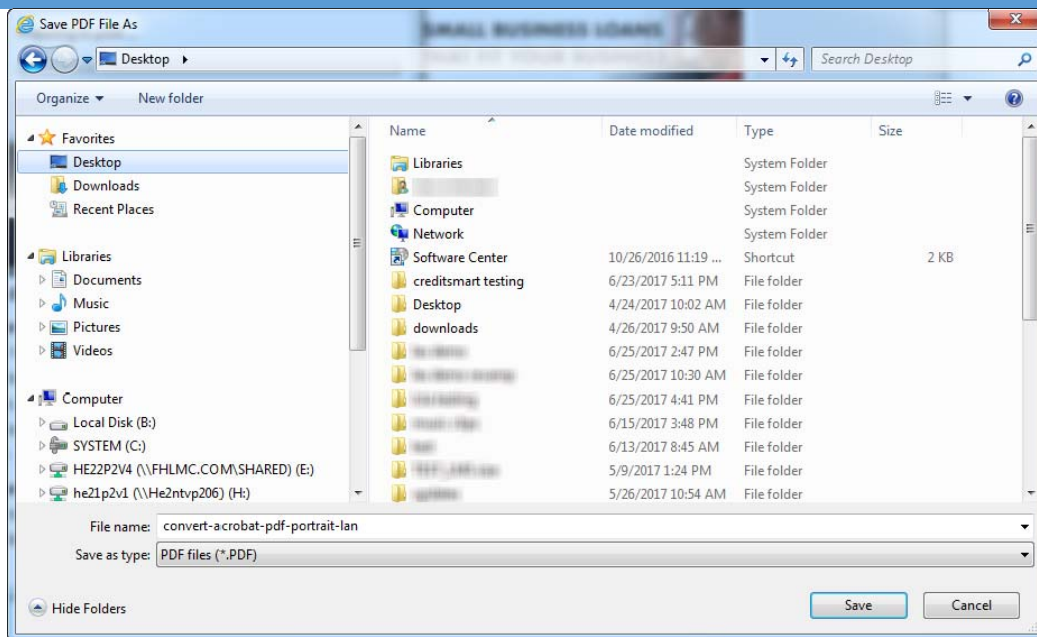
To Save as a PDF:

1. At the certificate of completion page, select the print icon  located at the bottom right corner. The *Print* window will open.

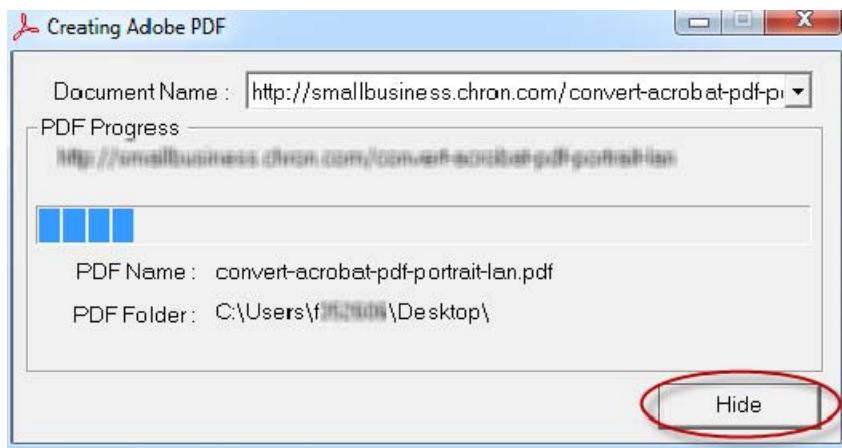


2. From the *Print* window, under the *Select Printer* section, select the **Adobe PDF** icon name (shown above) and select the **Print** button. The *Save PDF File As* window will open.

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3. From the **Save PDF File As** window, select a file name for your certificate of completion and a location to save on your local drive. Then select the **Save** button. A *Creating Adobe PDF* window will open and when creation is complete, your PDF will open.



4. At this point you can attach and email your PDF version of your certificate of completion to your Lender.
Note: From your Adobe Reader, you may wish to rotate your PDF document to landscape mode and print and/or save accordingly.

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