



PRINT A CERTIFICATION

1. Print the Certification

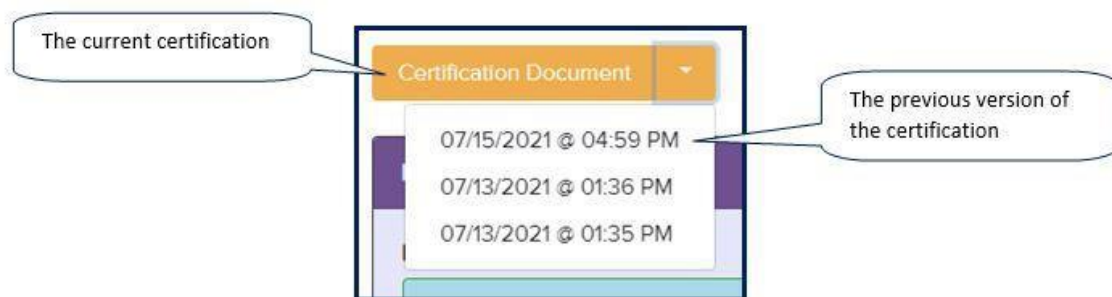
Once the certification is successfully submitted, the system will automatically open a printable certification form (in .pdf format). Depending on the browser, you may need to take different steps to print the certification.

! Make sure you print the entire document and provide it to the patient and/or designated caregiver. the certification containing the registry ID barcode & provide the document to the patient.

To print or re-print any given certification, return to the home page and search for the certification.

Click on the row with the identified certification. Click on the “Certification Document” button.

• **Tip:** Clicking on the “Certification Document” button itself (not a dropdown) will print the most recent certification. The previous versions will be displayed in the drop-down menu. To clarify, if you click on the first date in the dropdown menu, you will open a printable form of the certification that was issued prior to the current version.



2. Check the Printed Certification for Errors

If you find an error on the certification or realize you need to make changes, do NOT create a new certification, you can edit all fields except the Date of Birth and Capable of Consent fields. Return to the home page, navigate to the certification in question and select the “[Edit](#)” button. Edit the certification as needed.

*****Exception*****

The “DOB” field or the “Capable of Consent” selection cannot be edited. If a patient’s date of birth or a “Capable of Consent” selection is incorrect on an existing certification, you must issue a brand-new certification. Please remember to cancel the certification that contains an error.