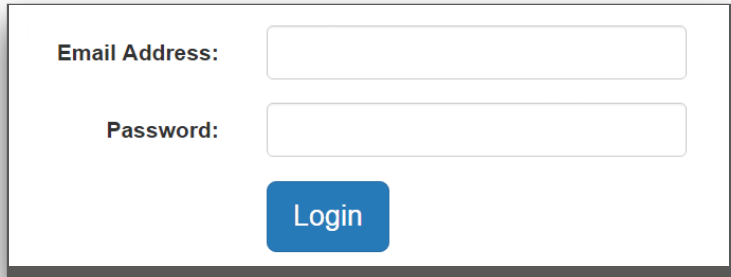


The following steps show how to renew your Certification through the ECI Portal.



Email Address:

Password:

Login



ENVIROCERT International, Inc. EnviroCert Certification Portal

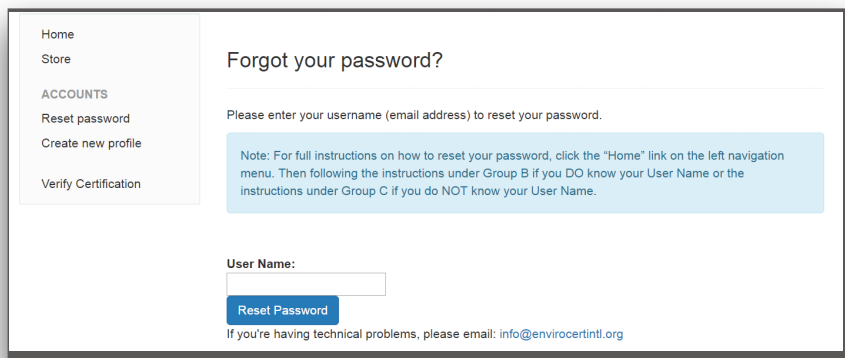
Home  
Store

ACCOUNTS  
Reset password  
Create new profile  
Verify Certification

Welcome to the EnviroCert Certification Portal! You may login to apply for certification exams that are offered by EnviroCert. If you have questions on how to log in, please see the instructions below that best describes you and follow the instructions.

Experiencing difficulties using this system? Make sure your browser is the latest version of Chrome. Still experiencing difficulties? Try accessing the system on a different network (home or a public library). Need assistance? Email us: [info@envirocertintl.org](mailto:info@envirocertintl.org)

Group A: I am from either Malaysia or Canada.



Home  
Store

ACCOUNTS  
Reset password  
Create new profile  
Verify Certification

Forgot your password?

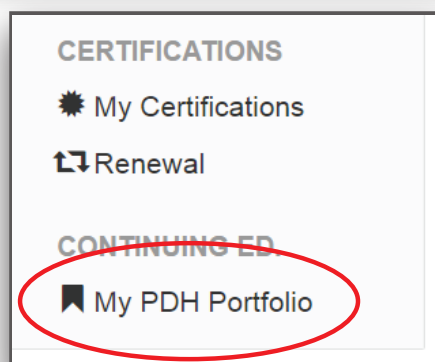
Please enter your username (email address) to reset your password.

Note: For full instructions on how to reset your password, click the "Home" link on the left navigation menu. Then following the instructions under Group B if you DO know your User Name or the instructions under Group C if you do NOT know your User Name.

User Name:

Reset Password

If you're having technical problems, please email: [info@envirocertintl.org](mailto:info@envirocertintl.org)



CERTIFICATIONS

- My Certifications
- Renewal

CONTINUING EDUCATION

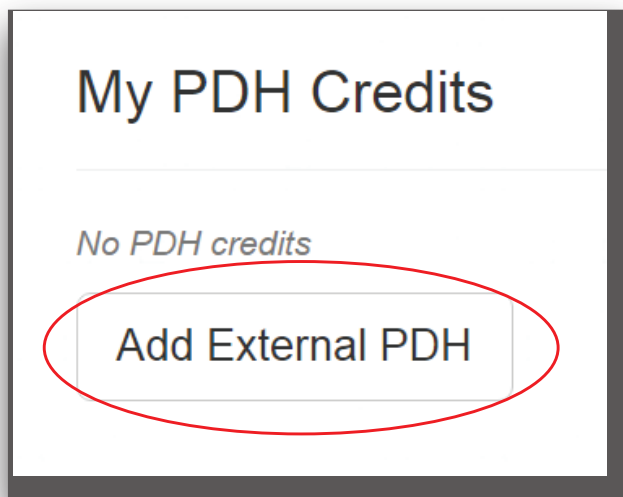
- My PDH Portfolio

1) Visit ECI Portal

2) If you need to reset your password, click on "Reset password" on the left of the page. Enter your user name (email address on file with ECI) and click "Reset Password". If you know your password, enter it and move on to number 4). If you have never logged into the portal before you will enter the email address we have on file for you and then "Reset Password".

3) This will prompt an automated email sent to your email address. Follow the directions on that email to reset your password.

4) Once you are in your Certification Portal, Click on **MY PDH PORTFOLIO** at the bottom, left of the screen.



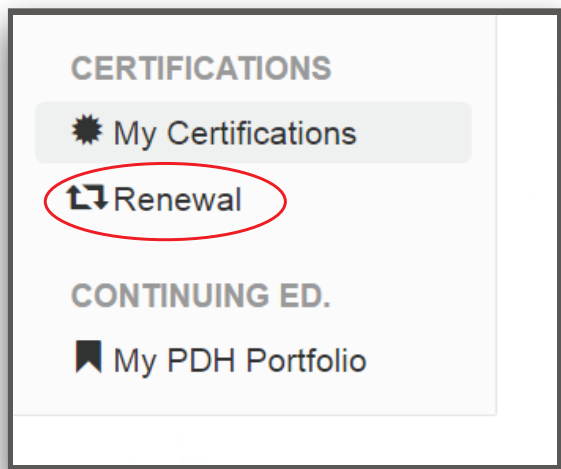
5) This will direct you to **MY PDH CREDITS** page with a button reading “**ADD EXTERNAL PDH.**” Click on that button.

A screenshot of a web form titled "Add Item". The form contains several input fields: "Date Earned" (with a calendar icon and the date 06/13/2016), "Category" (a dropdown menu), "Title" (a text box), "Credits" (a text box), "Source" (a dropdown menu with "A: College/University Cours" selected), and "Documentation" (with an information icon, a text box, and a "Select file" button). Below these fields is a "+ Add More..." button. At the bottom right of the form are "Close" and "Save Changes" buttons. A red oval highlights the main input area of the form.

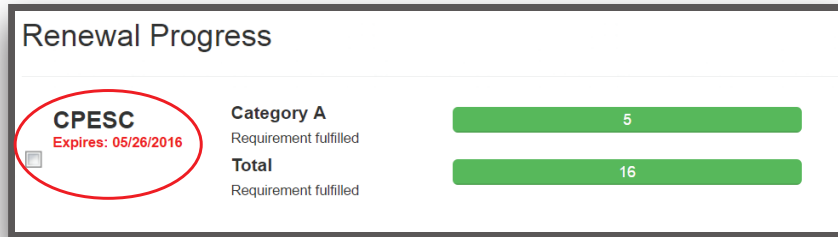
6) A dropdown menu will open where you can enter your PDH information and upload documentation.

7) When you have entered your PDH information, please click “**SAVE CHANGES**” at bottom, right of box.

8) You will repeat these steps as many times as you need, to enter all your PDH information.



9) Return to the left side of page, toward the bottom. Click on “Renewal”. This will redirect you to the renewal page.



10) To the left of your certification, you will see a small box. Click on that box. This will bring up your fee and the “**FINISH AND PAY**” button at the bottom of the page.

Fee Summary	
Description	Fee
CPESC: Renew certification for 1 year(s)	\$125.00
Total	\$125.00

Finish and Pay

11) Click on “**FINISH AND PAY**” to be directed to a secure site to pay with credit card.

12) Please be sure billing address and zip code match information for credit card you are using, as the transaction will not go through otherwise.

13) If you would like a receipt of your completed transaction you will need to print the screen showing your order number.