

## STEPS TO UPLOAD A TRANSCRIPT

The following steps show how to upload a transcript to the ECI Certification Management System (CMS).



**Step 1.** Visit EnviroCert.org and click on the “Certification Portal” button in the top bar of the webpage.



Language ▼

Home

ACCOUNTS

Create New Profile

Verify Certification

Please log in.

Email Address:

Password:

Login

Forgot your password? [Reset it here.](#)

To start the registration process, [fill out a basic profile.](#)

**Note:** If you are already an EnviroCert candidate please do not complete a new profile.

Please contact EnviroCert if you do not know your login information.

**Step 2.** On the following webpage, enter your credentials and click “Login”.



Home

ACCOUNTS

Create New Profile

Verify Certification

Please log in.

Email Address:

Password:

Login

Forgot your password? [Reset it here.](#)

To start the registration process, [fill out a basic profile.](#)

**Note:** If you are already an EnviroCert candidate please do not complete profile.

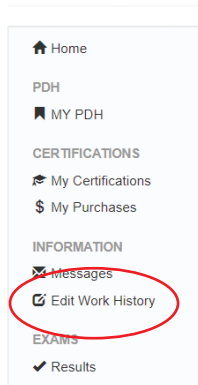
Please contact EnviroCert if you do not know your login information.

**Step 3.** If you need to reset your password, click on “Reset it here” below the “Login” button. This will prompt an automated email to send to your email address. Follow the directions in that email to reset your password.

**Step 4.** Once you are in your Certification Portal, Click on “Edit Work History” in the sidebar.



dparry@envirocertintl.org



## Certification Dashboard

Your Certification Dashboard

Apply for a Certification

## Transcript

Please upload a copy of your transcript

Transcript

Choose files

## Identity Verification

This will be used to verify your identity.

Please upload a picture of your photo ID or use your device camera to capture a photo now.

ID Photo Upload

Choose files

Take Photo

## Name Change Request

If your name has changed and does not match the name we have on file for you please fill out this section, otherwise leave it blank.

Updated Full Name

**Step 5.** On the following webpage, scroll down to “Transcript” and click “Choose files” to upload your transcript.