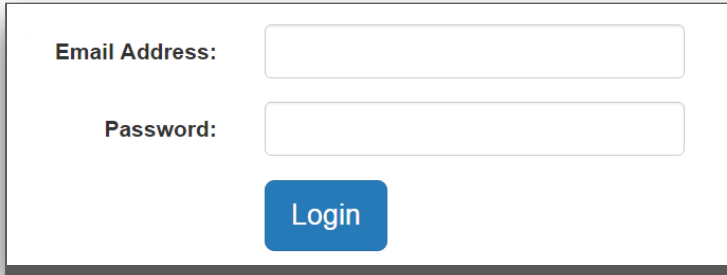


The following steps show how to enter Professional Development Hours through the ECI Portal.



Email Address:

Password:

Login



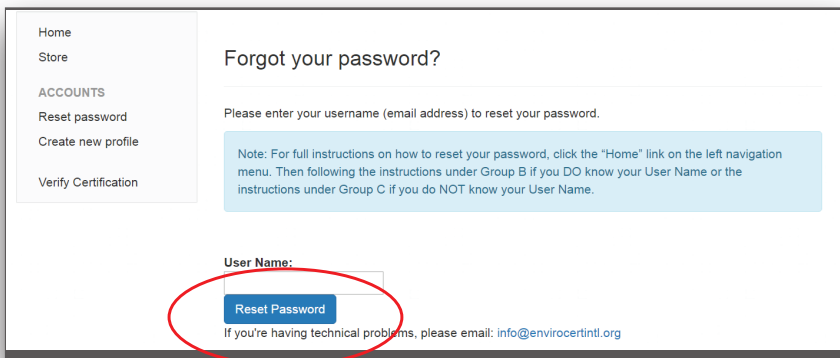
ENVIROCERT International, Inc.® EnviroCert Certification Portal

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 contact us 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 (e.g., home or a public library). Need assistance? Email us: info@envirocertintl.org

Group A: I am from either Malaysia or Canada.



Home
Store
ACCOUNTS
Reset password
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Verify Certification

Forgot your password?

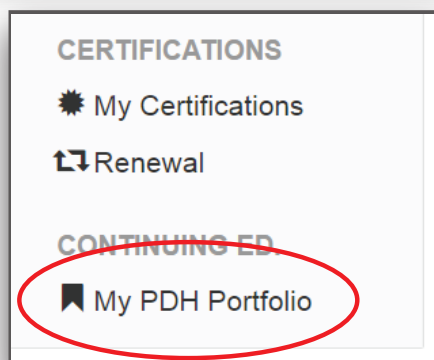
Please enter your username (email address) to reset your password.

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



CERTIFICATIONS

My Certifications

Renewal

CONTINUING EDUCATION

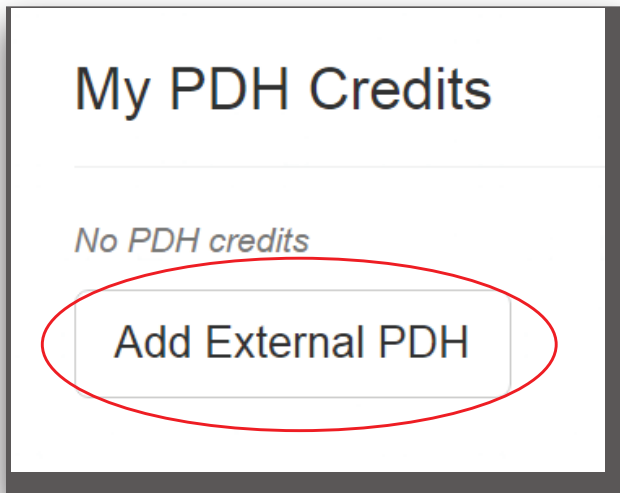
My PDH Portfolio

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.

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

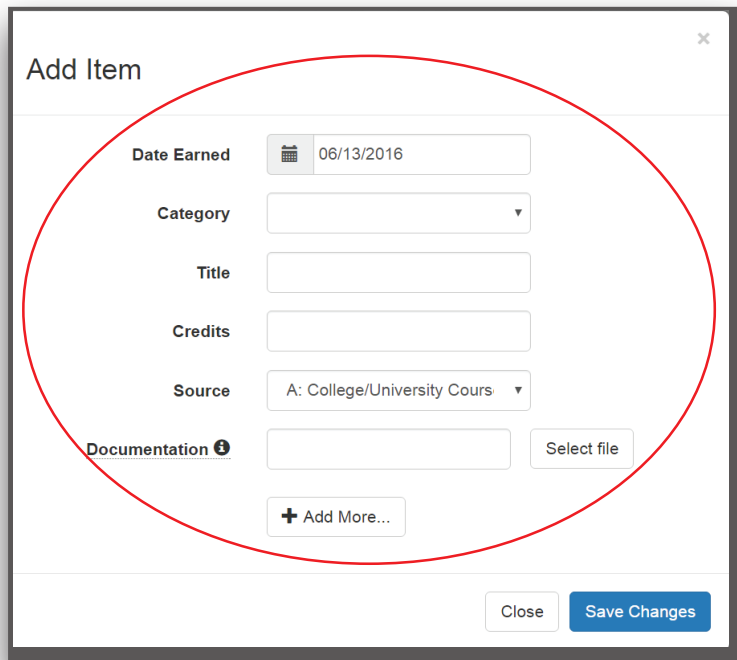
7) Enter the following information:
Date Earned: The actual date this unit of PDH credits were earned. You may enter the date or click the calendar icon for interactive calendar.

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" with a dropdown arrow; "Title" with a text box; "Credits" with a text box; "Source" with a dropdown menu showing "A: College/University Cours"; and "Documentation" with a text box and a "Select file" button. A red circle highlights the "Date Earned", "Category", "Title", "Credits", "Source", and "Documentation" fields. At the bottom of the form, there is a "+ Add More..." button, a "Close" button, and a "Save Changes" button.

Title: Name of the instruction, presentation or study.

Credits: The amount of “contact hours” for this unit of PDH credits.

Source: Select the most suitable choice for which these PDHs were earned.



The 'Add Item' form contains the following fields:

- Date Earned:** A date picker showing 06/13/2016.
- Category:** A dropdown menu.
- Title:** A text input field.
- Credits:** A text input field.
- Source:** A dropdown menu showing 'A: College/University Cours'.
- Documentation:** A text input field with a 'Select file' button next to it.
- + Add More...** button below the Documentation field.

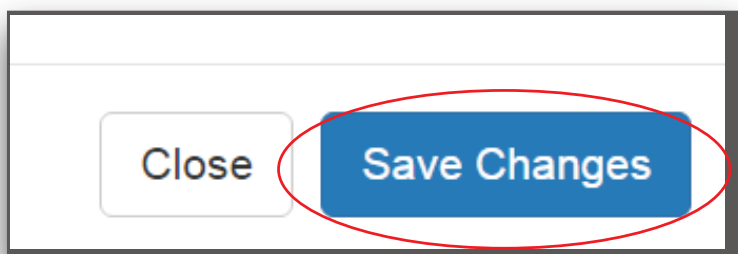
At the bottom right of the form are two buttons: 'Close' and 'Save Changes'.

Documentation: Upload any documentation you have to support the entered PDHs by clicking on “Select File”. This can include Participation Certificates, transcripts, or completed EnviroCert forms.

Please refer to EnviroCert Policy PS6003.03-16 for more details.

Documentation is required for the purpose of performing Audits. You may upload more than one file by clicking on the “Add More” button. Click “Save Changes” when you are complete. You will continue the above steps until you have entered all of the PDHs you have earned and wish to claim.

NOTE: PDHs can be uploaded at any time throughout the year. Many have found it beneficial to upload them as they are earned. This will allow the portal to help you track how many you have earned and still need before your expiration date. Also avoiding the last minute rush to find documentation and upload them just before your expiration date.



This image shows a close-up of the bottom right corner of the form, highlighting the 'Save Changes' button with a red circle.

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