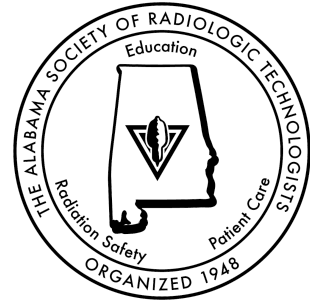


# How to Save Online CE Certificates in PDF Format

*Using Chrome, Firefox, or Safari*



**To save a CE certificate from the Results page immediately after completing a post-test:**

1. Select "Print Your Certificate"
2. Follow instructions for your internet browser below

**To save a CE certificate from "My Account":**

1. Select "My Account" from the menu bar found at or near the top of any ALSRT webpage
  2. Log in with your username/email and password
  3. Select "View CE Certificates"
  4. Select the certificate to be printed
  5. Follow instructions for your internet browser below
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## Google Chrome

1. Select "File" from the internet browser menu bar
2. Select "Print"
3. Use the dropdown next to *Destination* to select "Save as PDF"
4. Select "Save"
5. Select a destination for the PDF certificate to be saved
6. Type a name for the PDF certificate or use the one provided
7. Select "Save"

## Mozilla Firefox

1. Select "File" from the internet browser menu bar
2. Select "Print"
3. Select "PDF" and/or "Save to PDF"
4. Select a destination for the PDF certificate to be saved
5. Type a name for the PDF certificate or use the one provided
6. Select "Save"

## Apple Safari

1. Select "File" from the internet browser menu bar
2. Select "Export as PDF"
3. Select a destination for the PDF certificate to be saved
4. Type a name for the PDF certificate or use the one provided
5. Select "Save"