

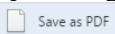


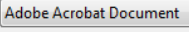





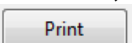
Once logged into the MSF Basic eCourse site, click **Basic eCourse**.

On the following page, click on the  Completion Certificate button and a window will pop up with printing options. To set the print option as PDF, click on the  button, then click the  option.

When you click , it will pop up a window with options of where you would like to save the PDF. Click on  to ensure the PDF is easily accessible. You can save the document with the defaulted name, or you may change it. (For example, I would name my document "KGenovesio Completion Certificate".) Make sure the document is being saved as

Save as type: , then click .

Once your PDF has been created and saved, you can either print or email the Completion Certificate to your training provider. **Contact your training provider before emailing your Completion Certificate to them so they may confirm what email address they would like you to send it to.**

To print your certificate, start by opening the PDF by double-clicking on the save document on your desktop. From here, click on , then , then select the printer you wish to use. Lastly, click on . Your certificate will print out as shown below:

