

## TO OBTAIN YOUR GENERAL CERTIFICATE

1. Open your web browser and go to: <https://peerptlogin.com>

### Login Information

- EMAIL: *Your Email Address*
- PASSWORD: *Your First Name (Case Sensitive)*

2. Select tab: 'Complete Surveys and Tests'
3. Click on: Conference description (this will open Survey)
4. Next to Conference description select: 'Assign Credit Hours'
5. A window opens stating the maximum number of credit hours for this conference
  - If you attended entire conference, select maximum number of hours from dropdown
  - If you attended less than the entire conference, select the actual number of hours you attended from dropdown
6. Select: 'Save Credit Hours'
7. Select: 'View/Print'
8. Depending on your device:
  - Either the General Certificate PDF will download, or,
  - A window will open to download your General Certificate, then select: "Save File"