CertifiedProfile
The Power to Achieve More.

Edmonds Community College

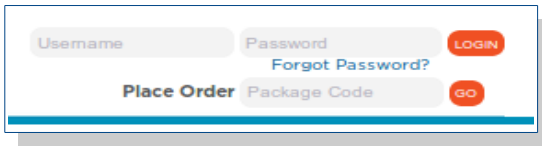
Instructions for Order Placement

Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CerifiedProfile, you will be able to:

- ✔ View your order results
- ✔ Manage the requirements specific to your program
- ✔ Complete tasks as directed to meet deadlines
- ✔ Upload and store important documents and records
- ✔ Place additional orders as needed

to place your order, go to www.certifiedprofile.com



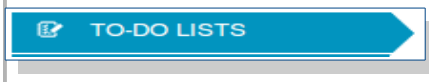
in the "**Place Order**" field, enter the following package code specific to your school and program:

EE78 – **Background Check & Medical Document Manager**

during order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

the **email address** you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

you can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate CertifiedBackground portal.



Your CerifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com

Additional Order Information

- ✔ **Medical document manager** - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records. **Requirements: Measles, Mumps & Rubella; Varicella; Hepatitis B; TB Skin Test; Tdap; CPR Certification; Influenza.**

CertifiedProfile
The Power to Achieve More.

Your CerifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com