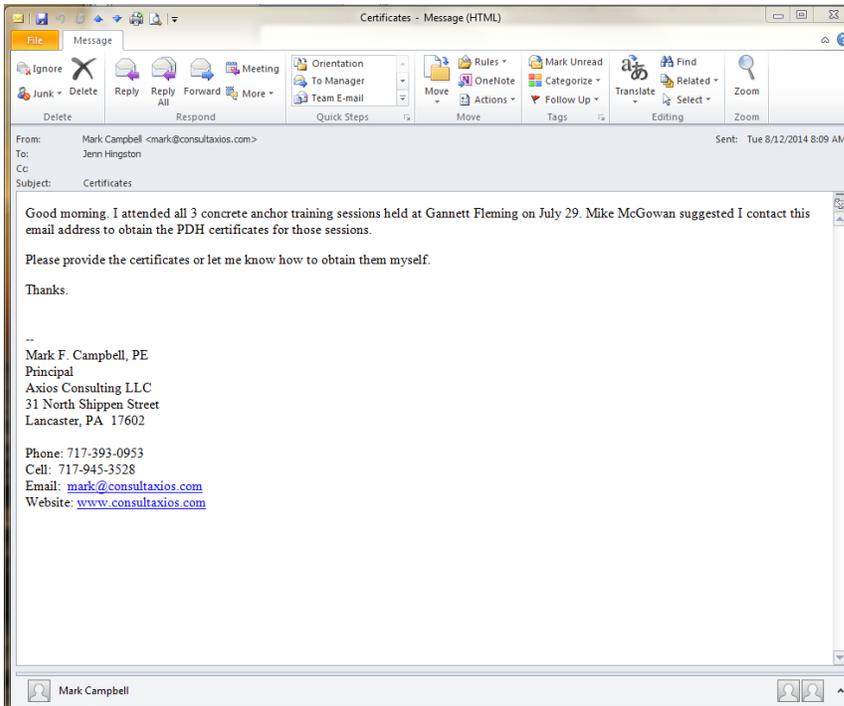


Sending Certificates to Customers

1. When a customer emails or calls requesting a certificate you will go into the Admin Center of the CLMS. Search for the person requesting the certificate.



Options	Find Person																																																																																																																								
<ul style="list-style-type: none"> New Person New Person From... <p>Search by:</p> <p>Active Users</p> <p>Last Name</p> <p>campbell</p> <p>Find Advanced Previous Search</p> <p>Recent People</p> <ul style="list-style-type: none"> Hingston, Jenn Broughel, David Doherty, Maureen Church, Gary Bartel, Mark Brandow, Nicole Avati, Hossein Atanavaka, Valira Jarvinen, Mark McGowan, Michael 	<p>Criteria Results</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>First Name</th> <th>Last Name</th> <th>Company Name</th> <th>E-mail Address</th> <th>Phone Num</th> </tr> </thead> <tbody> <tr> <td>JACK CAMPBELL</td> <td>John</td> <td>campbell</td> <td>Taconicddso</td> <td>campbell@opwdd.ny.gov</td> <td>845-877-</td> </tr> <tr> <td>CAMPBELL</td> <td>John</td> <td>campbell</td> <td>taconic dds</td> <td>campbell@opwdd.ny.gov</td> <td>845-877-</td> </tr> <tr> <td>JCAMPB</td> <td>John</td> <td>Campbell</td> <td>Dunn Lumber Company</td> <td>Johnc@dunnlum.com</td> <td>4258234-</td> </tr> <tr> <td>JPOLKCOMPB</td> <td>John</td> <td>Campbell</td> <td>Campbell Associates Architects</td> <td>jpc@campbellarchitect.com</td> <td>978-546-</td> </tr> <tr> <td>JULIEC</td> <td>Julie</td> <td>Campbell</td> <td>MindCapers</td> <td>julie@mindcapers.com</td> <td>3304412-</td> </tr> <tr> <td>KCAMPBELL</td> <td>Ken</td> <td>Campbell</td> <td>Ken Campbell Structural Engineer</td> <td>kencamp@sonic.net</td> <td></td> </tr> <tr> <td>SPARKIE PARKER</td> <td>Kenneth</td> <td>Campbell</td> <td>Rommelberger Engineering Group</td> <td>kenca_2000@yahoo.com</td> <td>650-799-</td> </tr> <tr> <td>PLUMDUSTER</td> <td>Laura</td> <td>Campbell</td> <td>Peabody Architects</td> <td>laura@greenhaus.org</td> <td>703.684.1</td> </tr> <tr> <td>LNCAMPBELL48</td> <td>Lee</td> <td>Campbell</td> <td>Campbell Labs</td> <td>lncampbell48@gmail.com</td> <td>509-891-</td> </tr> <tr> <td>LCAMPBELL286</td> <td>Leslie</td> <td>Campbell</td> <td>USACE</td> <td>leslie.e.campbell@usace.army.mil</td> <td>504-862-</td> </tr> <tr> <td>STUDIO C</td> <td>Lyle</td> <td>Campbell</td> <td>Studio C Landscape Architecture</td> <td>lyle@studioclandscape.com</td> <td>916-868-</td> </tr> <tr> <td>MJC</td> <td>Maria</td> <td>Campbell</td> <td>Your Building Centers</td> <td>mcampbell@ybconline.com</td> <td>814-944-</td> </tr> <tr> <td>MARK CAMPBELL</td> <td>Mark</td> <td>Campbell</td> <td>Your Building Center</td> <td>mcampbell@ybconline.com</td> <td>814-944-</td> </tr> <tr> <td>MARK CAMPBELL</td> <td>Mark</td> <td>Campbell</td> <td>Campbell Architecture and Design</td> <td>fidalmark@gmail.com</td> <td></td> </tr> <tr> <td>MCAMPBELL</td> <td>Mark</td> <td>Campbell</td> <td>City of Redondo Beach</td> <td>ROSALEE.WOOD@REDONDO.ORG</td> <td>310-318-</td> </tr> <tr> <td>M.CAMPBELL</td> <td>Mark</td> <td>Campbell</td> <td>HBI</td> <td>mcampbell@hbi.org</td> <td>434-929-</td> </tr> <tr> <td>MWCAMPBELL</td> <td>Matthew</td> <td>Campbell</td> <td>California Master Builders</td> <td>californiamasterbuilders@gmail.com</td> <td>562-810-</td> </tr> <tr> <td>DRAFTSMAN1225</td> <td>Matthew</td> <td>Campbell</td> <td>Campbell's Residential Design</td> <td>MATTHEWCAMPBELL_21@YAHOO.COM</td> <td>570-878-</td> </tr> <tr> <td>PCAMPBELL</td> <td>Preston</td> <td>Campbell</td> <td>Go West Development</td> <td>pcampbell@gowestdevelopment.com</td> <td>(435) 901</td> </tr> </tbody> </table>	User ID	First Name	Last Name	Company Name	E-mail Address	Phone Num	JACK CAMPBELL	John	campbell	Taconicddso	campbell@opwdd.ny.gov	845-877-	CAMPBELL	John	campbell	taconic dds	campbell@opwdd.ny.gov	845-877-	JCAMPB	John	Campbell	Dunn Lumber Company	Johnc@dunnlum.com	4258234-	JPOLKCOMPB	John	Campbell	Campbell Associates Architects	jpc@campbellarchitect.com	978-546-	JULIEC	Julie	Campbell	MindCapers	julie@mindcapers.com	3304412-	KCAMPBELL	Ken	Campbell	Ken Campbell Structural Engineer	kencamp@sonic.net		SPARKIE PARKER	Kenneth	Campbell	Rommelberger Engineering Group	kenca_2000@yahoo.com	650-799-	PLUMDUSTER	Laura	Campbell	Peabody Architects	laura@greenhaus.org	703.684.1	LNCAMPBELL48	Lee	Campbell	Campbell Labs	lncampbell48@gmail.com	509-891-	LCAMPBELL286	Leslie	Campbell	USACE	leslie.e.campbell@usace.army.mil	504-862-	STUDIO C	Lyle	Campbell	Studio C Landscape Architecture	lyle@studioclandscape.com	916-868-	MJC	Maria	Campbell	Your Building Centers	mcampbell@ybconline.com	814-944-	MARK CAMPBELL	Mark	Campbell	Your Building Center	mcampbell@ybconline.com	814-944-	MARK CAMPBELL	Mark	Campbell	Campbell Architecture and Design	fidalmark@gmail.com		MCAMPBELL	Mark	Campbell	City of Redondo Beach	ROSALEE.WOOD@REDONDO.ORG	310-318-	M.CAMPBELL	Mark	Campbell	HBI	mcampbell@hbi.org	434-929-	MWCAMPBELL	Matthew	Campbell	California Master Builders	californiamasterbuilders@gmail.com	562-810-	DRAFTSMAN1225	Matthew	Campbell	Campbell's Residential Design	MATTHEWCAMPBELL_21@YAHOO.COM	570-878-	PCAMPBELL	Preston	Campbell	Go West Development	pcampbell@gowestdevelopment.com	(435) 901
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2. Open the account you are accessing certificates for to get their User ID and password.

Person

ID MARK.CAMPBELL **Name** Mark Campbell mark@c

ID Data **Transcript** Plan Groups Curriculums Notes Mail Ma

CRMID:

User ID: * MARK.CAMPBELL

User Password: * 2424

First Name: * Mark

Middle Initial:

Last Name: * Campbell

Job Position:

Customer Type:

Company Name:

3. Open another window and go to the CLMS Student Center. Click the Transcript Icon.

Simpson Strong-Tie Training Center SIMPSON Strong-Tie

Good Morning

Last Updated: May 29, 2014 [Update Profile](#) [Change Password](#) [Logout](#)

 Search for Workshops Search for live events	 Northeast USA Local Workshops in the Northeast USA	 Canada Public Canadian Workshops
 Online Course List Access the Online course catalog	 Southeast USA Local Workshops in the Southeast USA (Includes the Caribbean)	 Guam Public Workshops in Guam
 Online CEU Course List Access Online Courses offering CEU or AIA credits	 Northwest USA Local Workshops in the Northwest USA (Includes Alaska)	 Transcript Your Transcript of past events and courses
 Search Course Catalog Search the entire Course Catalog	 Southwest USA Local Workshops in the Southwest USA (Includes Hawaii & Guam)	 Tutorials and Help Tutorials, FAQ's and CEU Help

- This will prompt you to enter the user name and password. You can just copy and paste from the admin center page.



Simpson Strong-Tie Workshops & Training

Simpson Strong-Tie Workshops & Training Sign On

Please sign on:

Your ID:

Password:

- Click the Select button of the session they are requesting the certificate for.



Simpson Strong-Tie Workshops & Training

Your Workshops & History

Mark Campbell

Select a workshop for more information or to change a registration. (See FAQ's for "Status" definitions.)

	Status	Date	Name	Class Location	City	Course Code	CEU Credits Offered	PDH Credits Offered
<input type="button" value="SELECT"/>	Attended	07/29/2014	Post-Installed Anchor Design Provisions for Seismic Design Categories C - F		Camp Hill	PK-ICISD01	0.1	1
<input type="button" value="SELECT"/>	Attended	07/29/2014	ACI 318, Appendix D: Anchorage to Concrete with Post-Installed Mechanical		Camp Hill	PK-SASAPPD	0.2	2
<input type="button" value="SELECT"/>	Attended	07/29/2014	Strength Design Anchorages to Concrete with Post-Installed Adhesive Anchors		Camp Hill	PK-SASICC	0.1	1

- Then go to the workshop content tab.



Simpson Strong-Tie Workshops & Training > Your Workshops & History

Post-Installed Anchor Design Provisions for Seismic Design Categories C - F

Here is more information about this workshop:

YOUR STATUS IN THIS WORKSHOP IS: Attended

Warning: If you have a pop-up blocker, it may prevent online content from launching. For help, please see the Tutorial ALREADY blocked a Simpson test or online course launch, you may need to log-out (using the log-out [Bottom right corner])

Workshop Detail: **Workshop Content**

[Workshop Description](#) | [Outcomes and Objectives](#) | [Credits Information](#)

Workshop Details

Class Name: Post-Installed Anchor Design Provisions for Seismic Design Categories C - F
 Target Audience: Specifiers-Structural Engineers
 Date: 07/29/2014
 Start Time: 07:00 PM
 Time Zone: Eastern Standard Time (GMT-05:00)
 End Date: 07/29/2014
 End Time: 08:00 PM

CEU Credits Offered (0.1=1hour): 0.1
 PDH Credits Offered: 1
 Class City: Camp Hill
 Class State: Pennsylvania
 Course Code: PK-ICISD01

Registration Details
 Registration Status: Attended

7. Click the Certificate of Attendance link.

Simpson Strong-Tie Workshops & Training > Your Workshops & History

Post-Installed Anchor Design Provisions for Seismic Design Categories C - F

Here is more information about this workshop:

YOUR STATUS IN THIS WORKSHOP IS: Attended

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Workshop Details Workshop Content

-  **Instructor-Led Workshop**
This portion of the course verifies your attendance at the workshop. Upon successful completion of the workshop, you will receive a Certificate of Attendance and a status of "Attended." If you are seeking continuing education units, or CEUs, you will need to attend the workshop before you can access the online test.

Status:	Completed	Required:	Yes, in order
Earned Score:	0	Required Score:	---
Actual Time:	00:00:00	Maximum Time:	No Limit
Date Started:	08/04/2014	Maximum Attempts:	No Limit
Date Ended:	08/04/2014	Estimated Time:	---
-  [Certificate of Attendance](#)
You can re-print anytime you desire. You can only access the certificate if you have already attended the workshop. You should use Internet Explorer (will not work in Safari).
-  **BR24 Simpson Strong-Tie Post-Installed Anchor Design Provision for Seismic Design Quiz**
This test is administered online to students who have attended the Simpson Strong-Tie Post-Installed Anchor Design Provision for Seismic Design Workshop (PK-ICISD01). This test must be passed with a score of 70% or better to earn continuing education units (CEUs). Upon successful completion, you will receive a status of "Passed" and an email confirmation.

8. This will open the PDF of the document. Click Save to save it to the desktop to email to the customer.



Simpson Strong-Tie Training Center

SIMPSON Strong-Tie

1 / 1 67.4% Collaborate Sign Find

SIMPSON Strong-Tie

CERTIFICATE OF ATTENDANCE

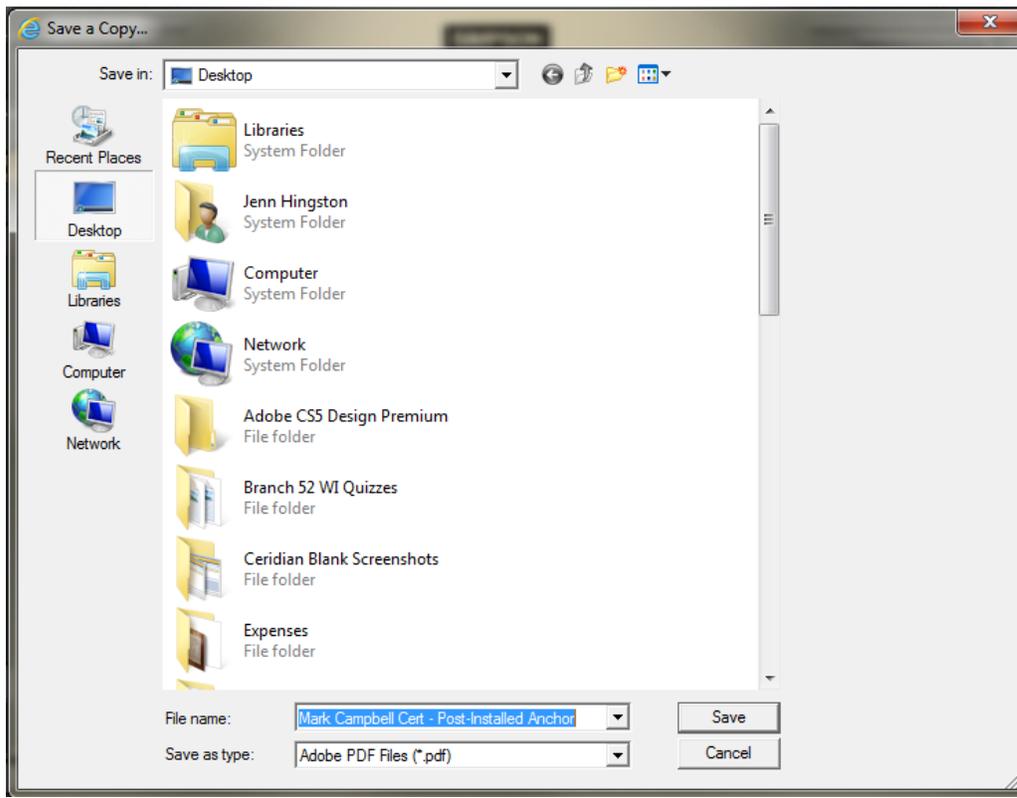
Mark Campbell

Has successfully attended
Post-Installed Anchor Design Provisions for Seismic Design Categories C - F
On 7/29/2014
Held in Camp Hill, PA
Earning 1 PDH Credit(s)

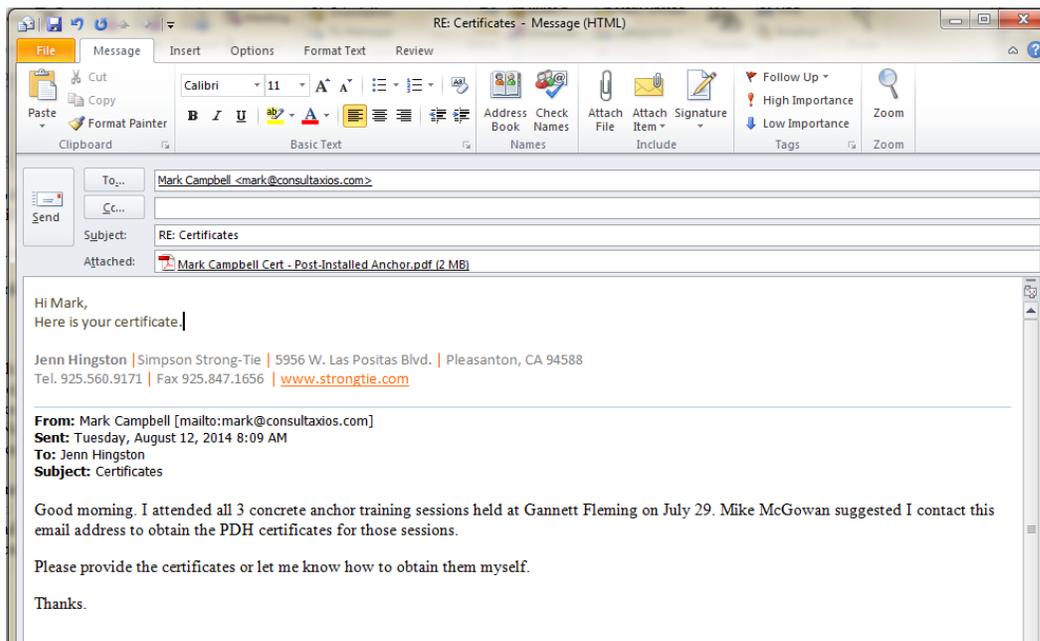
Charlie Bass
Simpson Strong-Tie Company Wide Training Manager

Exit

9. Save the file with the name of the customer. If they are requesting more than one certificate you should also put a portion of the name of the class they attended.



10. Then go back to the email from the customer and reply with the certificates attached.



11. Repeat the steps for multiple certificates requested.