



Instructions for Online Certificates of Attendance

Certificates of attendance for AFCC conferences will be available online one week after the conference concludes. Follow the instructions below to print your certificate of attendance:

1. Go to www.afccnet.org.
2. Click **LOGIN** located on the dark tool bar, in the upper right hand corner.
 - If you don't know your password, click "Reset password."
3. Click on **Member Center** located on the horizontal blue menu bar at the top.
4. A white drop-down menu will appear. Click **Your Profile**.
5. Click the **Purchases** tab under your name.
6. Click **Events** on the left-hand side.
7. Find the AFCC-AAML 2017 Conference, click the blue box to the right that says **Details**.
8. Click on the blue box called **Download Certificate**.
9. Click **OK** when it asks "download file to your computer"?
10. Another box may pop up asking to save or open, click whichever you prefer and a PDF of your certificate of attendance will pop up.

If you notice that sessions you attended at the conference are missing from your certificate or have any troubles following the steps above, please call the AFCC office or email nellickson@afccnet.org and a staff member will be happy to assist you.