








Reprinting a Registration Certificate *** WITH an Expiration Sticker ***

IMPORTANT NOTES

Reprinting a corrected registration card can only be done after all corrections have been made and the transactions has been completed with said corrections. **If all that is needed is a corrected registration, do not use this instruction.** For reprinting a registration card alone, reference the document labeled 'Reprinting a Registration Certificate WITHOUT an Expiration Sticker'

1. First select the  **Reports Menu** from the left.
2. Select the  **Registration Icon.**
3. **Highlight the transaction** you wish to reprint the form for.
4. Make sure the  **Certificate Icon** is selected from the top menu.
5. Select the  **Display Icon.**
We Select Display for two reasons.
 - To load the image into computer/printer memory.
 - To print preview the document before actually printing.
6. **You then will be prompted in a new window if you need to print on a stickered registration certificate or not via a checkbox.**
 - These instructions **assume you DO** need to print on a stickered form. If the option is given, **make sure the checkbox 'Reprint on stickered form' is checked.**
7. After confirming your checkbox selection, select the  **Send Icon.**
8. In the same window after sending, in the menu at the top, the Print button will become available. When available, select the Print button:

9. A print preview window will then appear. **To print what is in this window, select the  Icon.**
10. **The program will then prompt you to enter your next stickered registration certificate into your printer. It is VERY IMPORTANT to verify this number is correct to maintain proper inventory controls. Once inserted, click OK.**