




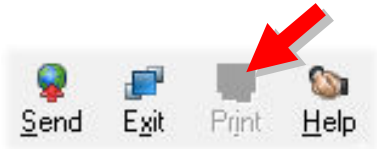



Reprinting a Registration Certificate *** WITHOUT an Expiration Sticker ***

IMPORTANT NOTES

Reprinting a corrected registration card can only be done after all corrections have been made and the transaction has been completed with said corrections.

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 NOT** need to print on a stickered form. If the option is given, **make sure the checkbox 'Reprint on stickered form' is unchecked.**
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 an un-stickered registration certificate into your printer. Once inserted, click OK.**