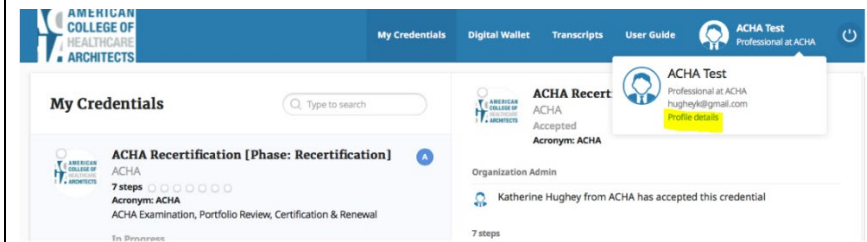
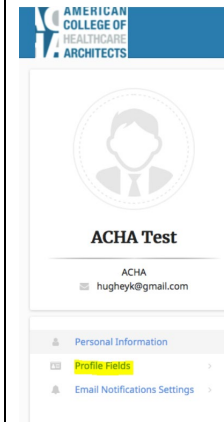


How to update Profile & Change Email Notifications

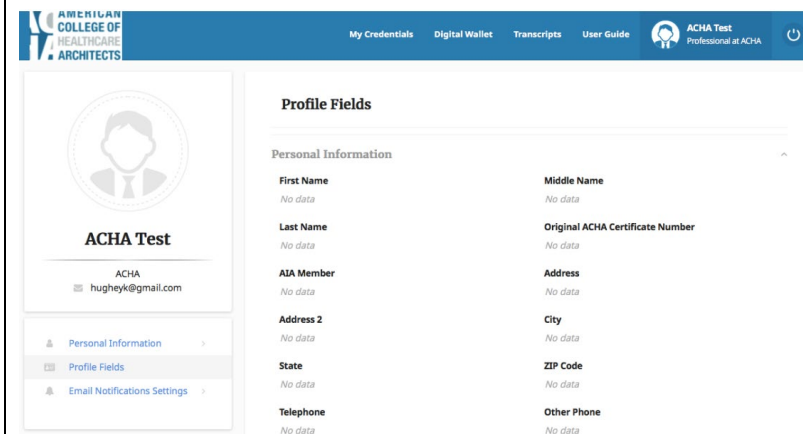
1. Log-in to Certemy <https://acha.certemy.com/entry/login>.
2. At the top-right of the home screen, hover over your name and select “Profile Details.”



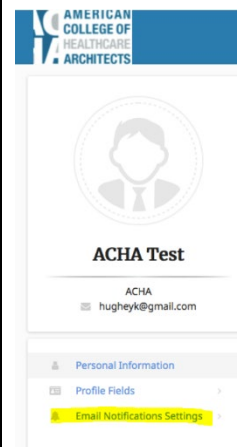
3. Select “Profile Details” from the left side of your screen, under your name and photo.



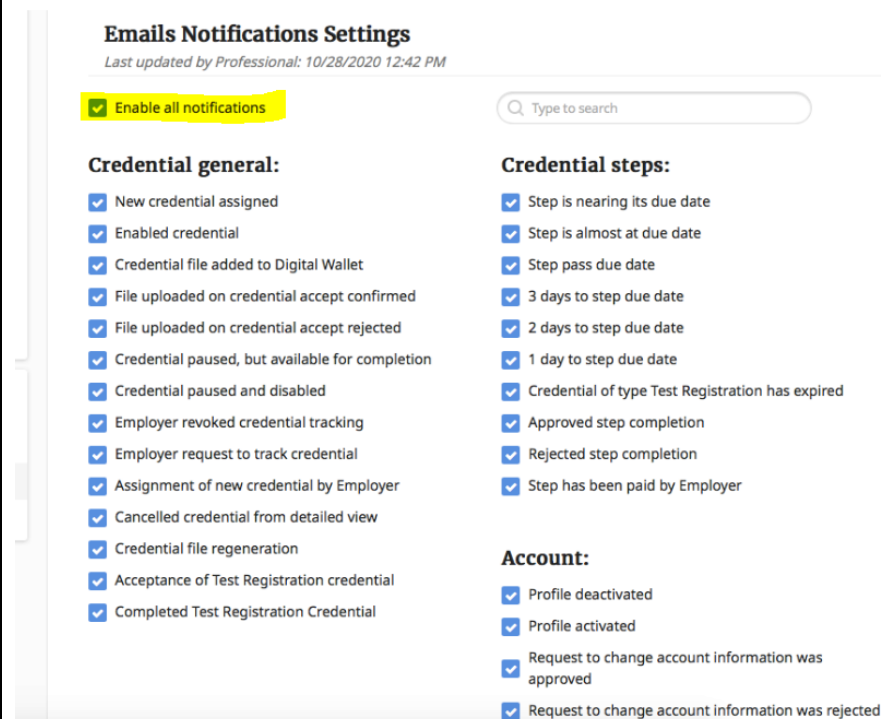
4. Complete as many fields as you currently can. ACHA is committed to collecting information as a way to learn more about our certificants. You can do this at any time during the year. Information completed in the Profile will be pre-populated in any required forms.



5. To change the automated emails you receive, select “Email Notification Settings” from the left side of your screen, under your name and photo.



6. The default selection is “Enable All Notifications.” Unclick each notification type you DO NOT wish to receive. You may change these settings at any time. See Step 7 for suggested settings.



7. Suggested settings:

Emails Notifications Settings

Last updated by Organization Admin: 12/18/2020 11:17 AM

Enable all notifications

Credential general:

- New credential assigned
- Enabled credential
- Credential file added to Digital Wallet
- File uploaded on credential accept confirmed
- File uploaded on credential accept rejected
- Credential paused, but available for completion
- Credential paused and disabled
- Employer revoked credential tracking
- Employer request to track credential
- Assignment of new credential by Employer
- Cancelled credential from detailed view
- Credential file regeneration
- Acceptance of Test Registration credential
- Completed Test Registration Credential

Credential steps:

- Step is nearing its due date
- Step is almost at due date
- Step pass due date
- 3 days to step due date
- 2 days to step due date
- 1 day to step due date
- Credential of type Test Registration has expired
- Approved step completion
- Rejected step completion
- Step has been paid by Employer

Account:

- Profile deactivated
- Profile activated
- Request to change account information was approved
- Request to change account information was rejected

Notifications related to Log step:

- Supervisor has accepted invitation
- Supervisor invitation has expired
- Supervisor completed step