The following steps show how to print a receipt for an Application or Renewal Fee from the EnviroCert International, Inc. (ECI) Certification Portal.

www.envirocert.org

1. In the upper right corner of the home page, click on the CERTIFICATION PORTAL Tab

2. Enter Email Address and Password and click LOGIN

3. Click on the STORE Icon

4. Click on ACCOUNT DETAILS
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STEPS TO PRINT A RECEIPT FROM THE PORTAL

5. Scroll down to Order History in Account Options. Click ORDER HISTORY

<table>
<thead>
<tr>
<th>Order #</th>
<th>Status</th>
<th>Date</th>
<th>Items</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>32591</td>
<td>New</td>
<td>November 2nd</td>
<td>Renewal Fee - 1 year (CPESC)</td>
<td>$140.00</td>
</tr>
</tbody>
</table>

6. Click on number under the ORDER # column
7. ORDER TRACKING page will appear. Click on PRINT RECEIPT

8. Click on BACK TO PORTAL and log out of your account