

Complete Payment for a Required Certification

To complete a payment for a required certification, open the My Certifications Tab on the My Account Page in the People Module from the Main Menu.

User: Mitzi Orkus
Supervisor: --
My Certifications Submit Certification Manage Roles/Certifications

Mitzi Orkus: Certifications Print Report

Outstanding Requirements

Search:

<input type="checkbox"/>	Certification	Expiration Date	Attachments	Notes	Activity
<input type="checkbox"/>	11.7 Review	Nothing on file		--	Complete Form or Payment
<input type="checkbox"/>	Hidden From Admins and Supervisors by Tag	Nothing on file		--	Acknowledge Document / Video

Showing 1 to 2 of 2 entries

The certification that required a payment will be visible in the Outstanding Requirements Table. Select the Complete Form or Payment button in the Activity column to the right of the certification opening the Complete Payment Modal.

The fields on the modal can vary. Complete the instructions on the modal to make payment and complete the certification requirement.

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