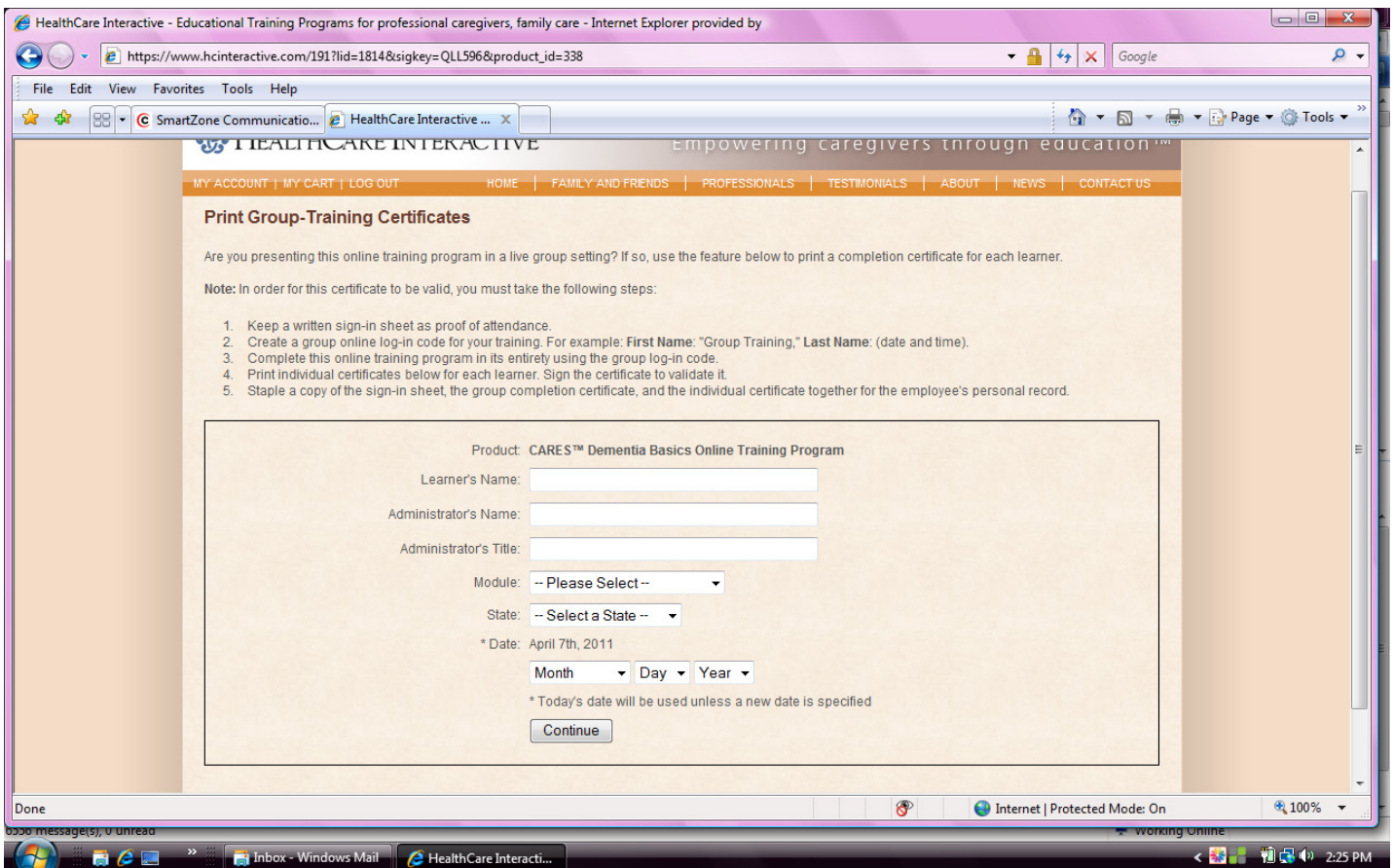


Instructions for Printing Group Training or missing staff training certificates:

- 1) Log into www.hcinteractive.com
- 2) Go to **My Account**
- 3) Login as an existing user with your User ID and Password
- 4) Scroll to the bottom of your Administrative Account Page and locate the training program site license information bar for the product you are wishing to print certificates for
- 5) Under the Certificate heading, click **Print**
- 6) Read instruction on the new page featured below
- 7) Fill in appropriate information for ONLY completed modules for each user
 - To view a list of users and which modules they have completed, go back to the information bar under **My Account** and scroll to the right and click on **Reports**
- 8) Click **continue**
- 9) Your certificate is done and ready for printing.



The screenshot shows a web browser window displaying the HealthCare Interactive website. The page title is "Print Group-Training Certificates". The main content area contains a note and a list of steps for printing certificates. Below this is a form with the following fields:

- Product: CARES™ Dementia Basics Online Training Program
- Learner's Name:
- Administrator's Name:
- Administrator's Title:
- Module: -- Please Select -- (dropdown menu)
- State: -- Select a State -- (dropdown menu)
- * Date: April 7th, 2011 (with Month, Day, and Year dropdown menus)
- * Today's date will be used unless a new date is specified
- Continue (button)

Questions or need help? Please contact:

Theresa Williams
National Sales and Marketing
HealthCare Interactive, Inc.
7200 France Avenue South, Suite 327
Minneapolis, MN 55435
952-928-7722 x 102 (office)
twilliams@hcinteractive.com