

Instructions for Ordering Your Facility's IAC Certificate of Accreditation

[E-MAIL INVITATION TO ORDER](#)

Facilities that have been granted accreditation by IAC after May 2022 will be sent an e-mail invitation to order your facility's TWO complimentary certificates. This e-mail invitation:

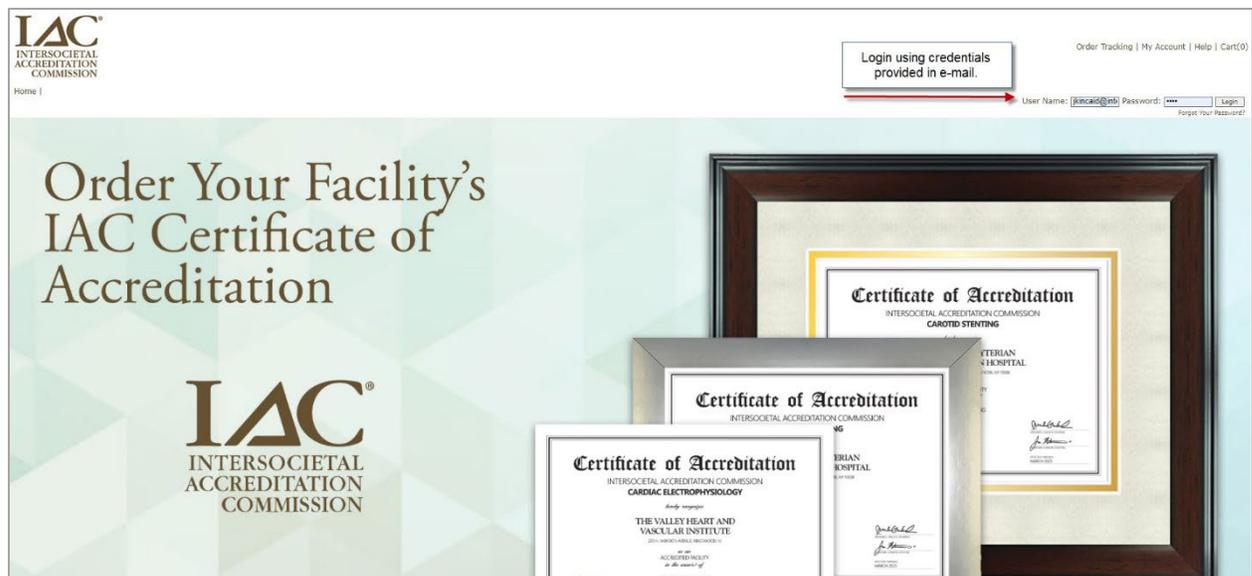
- 1) Is only sent after your facility has been granted accreditation
- 2) Is sent to the Technical Director listed in your IAC Online Accreditation account
- 3) Is sent by a third-party vendor (The Awards Group)
- 4) Contains a unique username/password for your facility

Please Note: The facility must use the provided portal and credentials to order their complimentary IAC certificates. This login does not expire; facilities may log back in at any time to order additional items (e.g., extra certificates and plaques), however it is encouraged to login to approve and confirm the shipping of your complimentary certificates ASAP.

Facilities that do not login to review their complimentary certificate are automatically shipped their certificates without approval after 6 weeks.

[ORDERING YOUR COMPLIMENTARY CERTIFICATES](#)

- 1) Click on the portal URL in your e-mail invitation and login using the provided User Name and Password.



- 2) Once logged into your account, complete the following steps to receive your complimentary certificates:
 - a. Click on Certificate image to review your facility's sample certificate to approve.

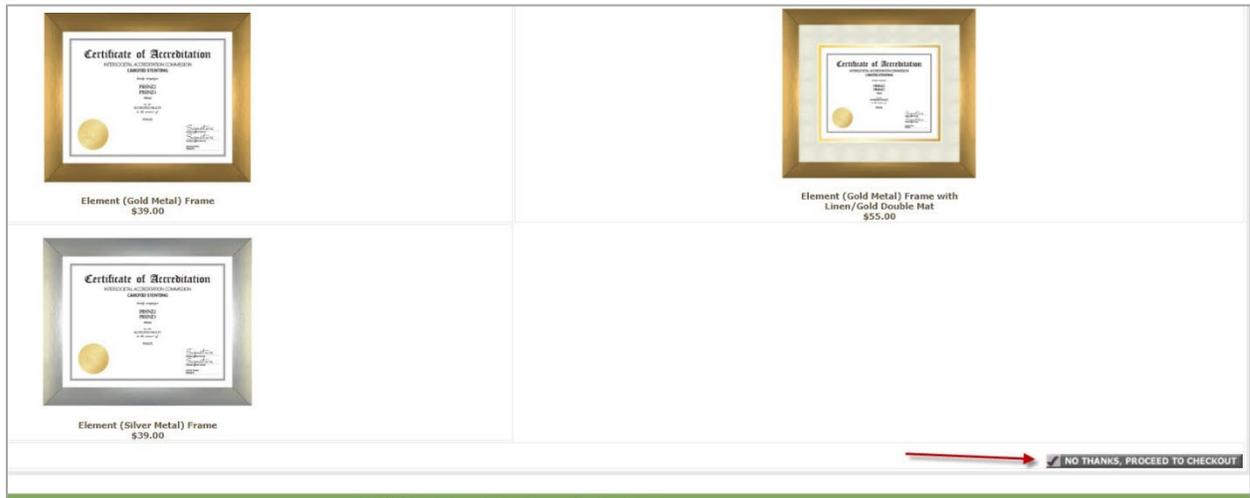
- b. A rendering of your facility's certificate will appear. Please carefully review all the certificate details are accurate (Facility Name, Address). Because your facility receives TWO complimentary copies from IAC, you will see your facility's identical information listed twice.
- c. **If any information is incorrect or you would like to request a minor typographical change to your certificate, please e-mail certification@theawardgroup.com with the request PRIOR to adding the certificates to your cart.** You will be notified when the correction has been made and you may log back in to order the certificates.
- d. If all the information looks correct, scroll to the bottom of the page and select *Add to Cart* (Note: 1 Qty = 2 Complimentary Certificates).



- e. If your facility has multiple sites, you may see multiple renderings of certificates to review prior to clicking *Add to Cart*.

Additional Certificates & Plaques (Optional)

After you have added the complimentary certificates to your cart, you will see an option to purchase duplicate IAC certificates (\$10 ea) or a plaque/frame for your certificates (ranging from \$39-69). If you would like to skip this step, scroll to the bottom and select "No Thanks, Proceed to Checkout."



Confirm Shipping / Checkout

Next will be a preview of your cart, if you've only ordered the Complimentary Certificates your sub-total should be \$0. If you have added other items to your cart (extra certificates or plaques) your total will reflect those additions. Select *Checkout*.

Cart							
ITEM	QUANTITY	PRICE	PERSONALIZATION	PRICE	TOTAL	REMOVE	
 IAC Certificate <small>complementary 8.5x11 certificate</small> <small>Note: Your facility will be shipped 2 complimentary copies of the above Accreditation Certificate</small>	<input type="text" value="2"/>	\$0.00			\$0.00		<input type="button" value="REMOVE"/>
 Element (Gold Metal) Frame with Lenses/Gold Double Ho <small>2.5" gold metal frame with 2" lens mat and gold inner mat, black backer with hardslip, hanger and glass to fit an 8.5x11" insert; display does not</small>	<input type="text" value="1"/>	\$55.00			\$55.00		<input type="button" value="REMOVE"/>
					Sub Total: \$55.00		
<input type="button" value="UPDATE CART"/>		<input type="button" value="CONTINUE SHOPPING"/>		<input type="button" value="CHECKOUT"/>			

Confirm your shipping and billing address. This is automatically generated from your facility profile; however, you may choose to ship the certificates elsewhere. If ordering just complimentary certificates, no payment information is required. However, if you selected additional certificates or plaques, payment information will be collected at this step. Click *Proceed to Confirmation*, then *Complete Order*.

E-mail Confirmation & Order Tracking

You will receive a confirmation e-mail with your order details. Printed certificates and plaques may take up to 6-8 weeks to arrive. When orders are shipped, you will receive an e-mail with tracking information.

Ordering Issues or to Report Damage

All certificate issues (error on certificates, damages to certificates in transit, etc.) should be reported to certification@theawardgroup.com.