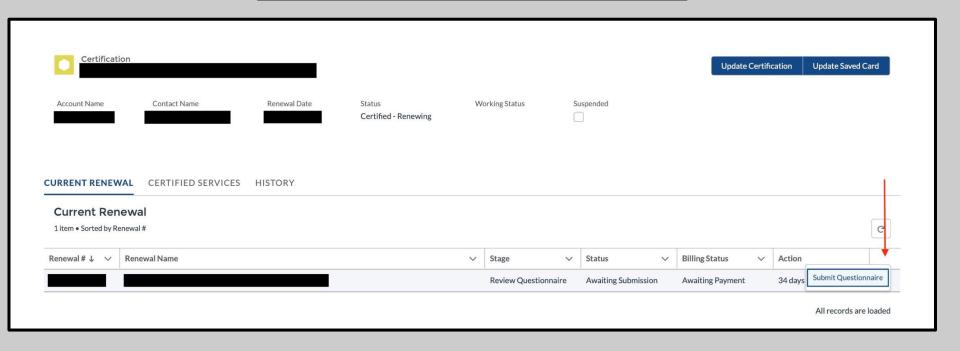# Log Into certification.legitscript.com

On your dashboard scroll down **past** Applications until you reach the Certifications section and click on your Certification.

Complete Renewal Questionnaire

Certification

Account Name	████████
Contact Name	████████
Renewal Date	████████
Status	Certified - Renewing
Working Status	
Suspended	☐

Update Certification | Update Saved Card

CURRENT RENEWAL | CERTIFIED SERVICES | HISTORY

Current Renewal
1 item • Sorted by Renewal #

Renewal # ↓	Renewal Name	Stage	Status	Billing Status	Action	
████	████████	Review Questionnaire	Awaiting Submission	Awaiting Payment	34 days	Submit Questionnaire

All records are loaded

A new window will open that lists your renewing Certification.

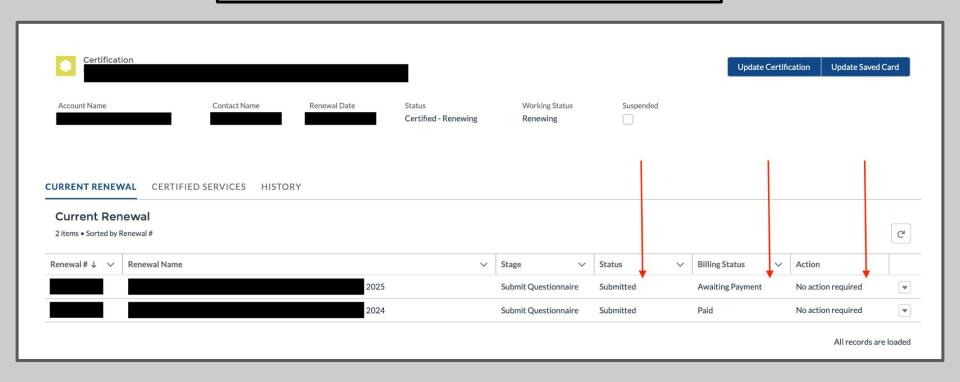To complete the renewal questionnaire, select **Submit Questionnaire**.

Updated Credit Card on File

Certification						Update Certification	Update Saved Card

Account Name	Contact Name	Renewal Date	Status	Working Status	Suspended
████████	████████	████████	Certified - Renewing		☐

CURRENT RENEWAL   CERTIFIED SERVICES   HISTORY

Current Renewal

1 item • Sorted by Renewal #

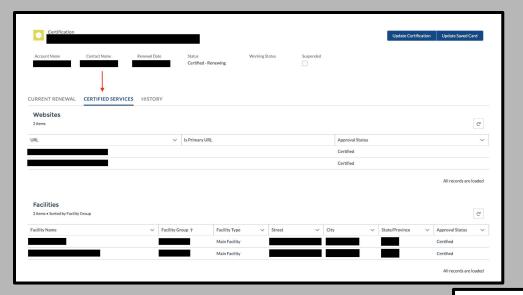| Renewal # ↓	Renewal Name	Stage	Status	Billing Status	Action	
████	████████	Review Questionnaire	Awaiting Submission	Awaiting Payment	34 days to submit	▼

All records are loaded

Select **Update Saved Card** from the window in the upper right corner. The transaction will **automatically process on your renewal date**.

You will **not** be able to process the transaction ahead of the renewal date.

Confirm Submission & Completed Renewal

Certification

Account Name

Contact Name

Renewal Date

Status
Certified - Renewing

Working Status
Renewing

Suspended ☐

Update Certification   Update Saved Card

CURRENT RENEWAL   CERTIFIED SERVICES   HISTORY

Current Renewal
2 items • Sorted by Renewal #

Renewal # ↓	Renewal Name	Stage	Status	Billing Status	Action	
	2025	Submit Questionnaire	Submitted	Awaiting Payment	No action required	▼
	2024	Submit Questionnaire	Submitted	Paid	No action required	▼

All records are loaded

Status should be **Submitted**
Billing Status should be **Awaiting Payment**
Action should be **No Action Required**

Certification

Account Name | Contact Name | Renewal Date | Status: Certified - Renewing | Working Status | Suspended

Update Certification | Update Saved Card

CURRENT RENEWAL | **CERTIFIED SERVICES** | HISTORY

Websites
2 items

URL	Is Primary URL	Approval Status
		Certified
		Certified

All records are loaded

Facilities
2 items • Sorted by Facility Group

Facility Name	Facility Group ↑	Facility Type	Street	City	State/Province	Approval Status
		Main Facility				Certified
		Main Facility				Certified

All records are loaded

Helpful Tip : Addiction Treatment Certification

Certified Services will show you which websites and facilities are associated with this Certification.

Helpful Tip : Healthcare Certification

Certified Services will show you which websites are associated with this Certification.

Certification

Account Name | Contact Name | Renewal Date | Status: Certified - Renewing | Working Status | Suspended

Update Certification | Update Saved Card

CURRENT RENEWAL | **CERTIFIED SERVICES** | HISTORY

Websites
2 items

URL	Is Primary URL	Approval Status
		Certified
		Certified

All records are loaded