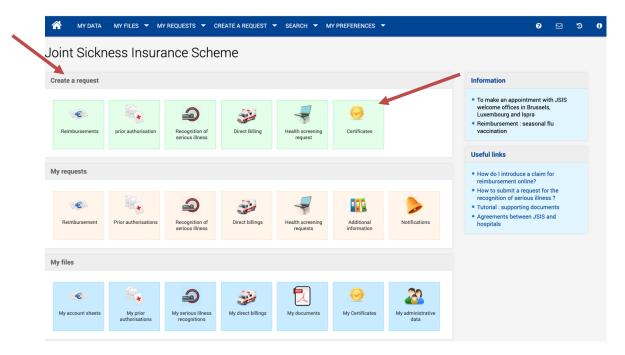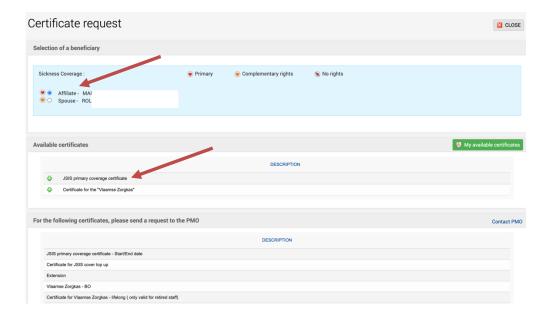## *HOW TO OBTAIN A CERTIFICATE IN "JSIS ONLINE" ?*

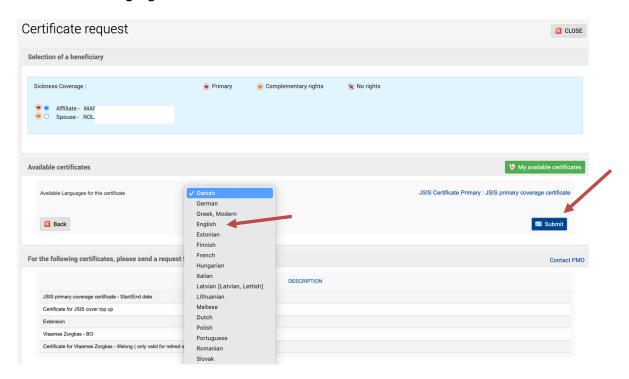➔ From « **Create a request** » in the main Menu, click on **Certificates**

➔ select the **beneficiary** and the **type of certificate** needed:

martine.platteau-guillaume@hotmail.com
IT Help Desk - A.I.A.C.E. International   *5 June 2022*

➔ click on the **language** wished + **Submit**

A message will inform you that your request will be available in an hour, but often it takes less time to receive a confirmation email.

➔Connect again and click in the 3rd block on « My Certificates » and then on « **My available certificates** ». You will see the red pdf symbol at the end of the line on the right. You can now save and/or print the certificate to prove your JSIS coverage. Have a good trip !