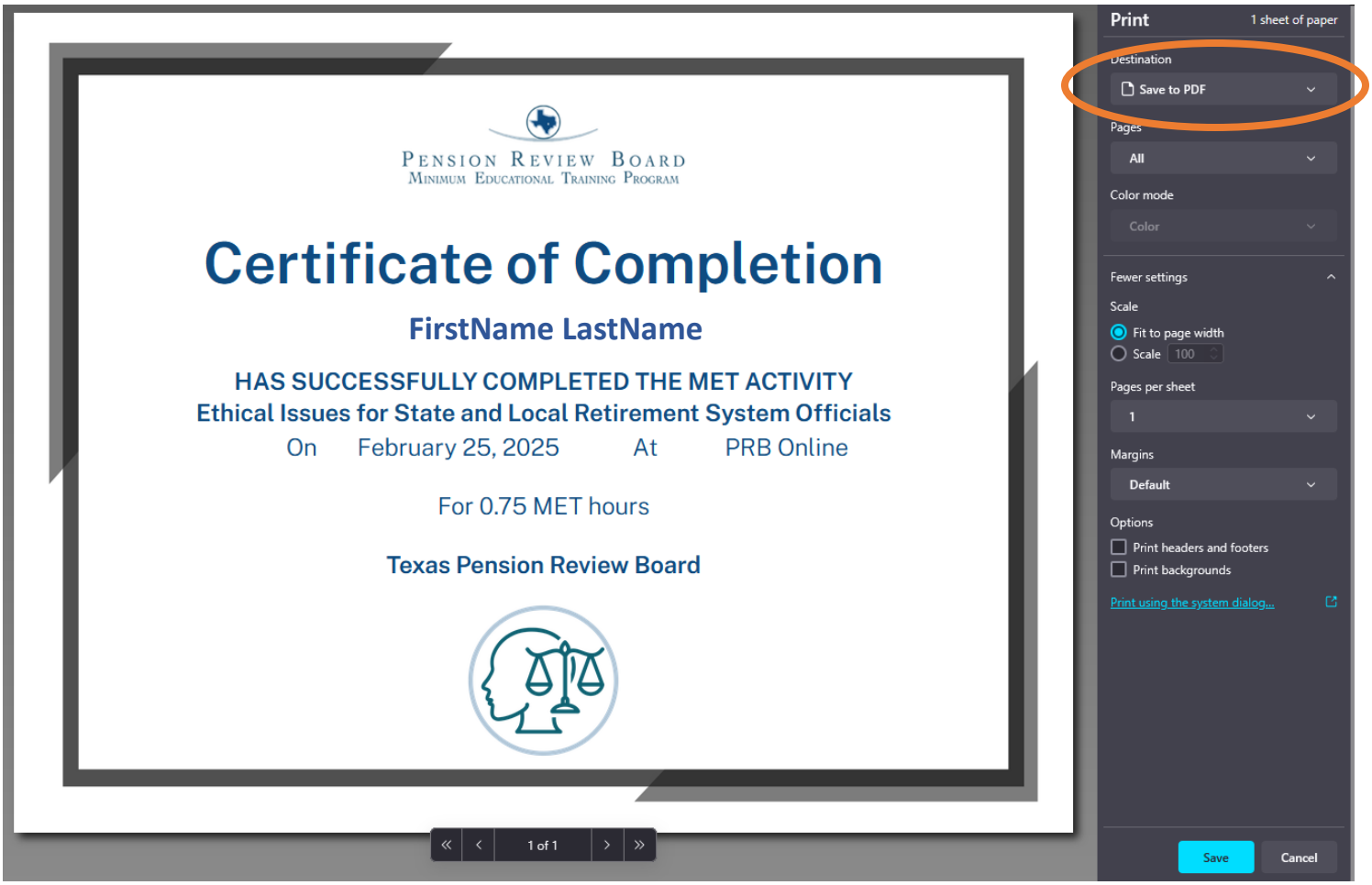
TEXAS PENSION REVIEW BOARD

How to Save a Certificate as a PDF

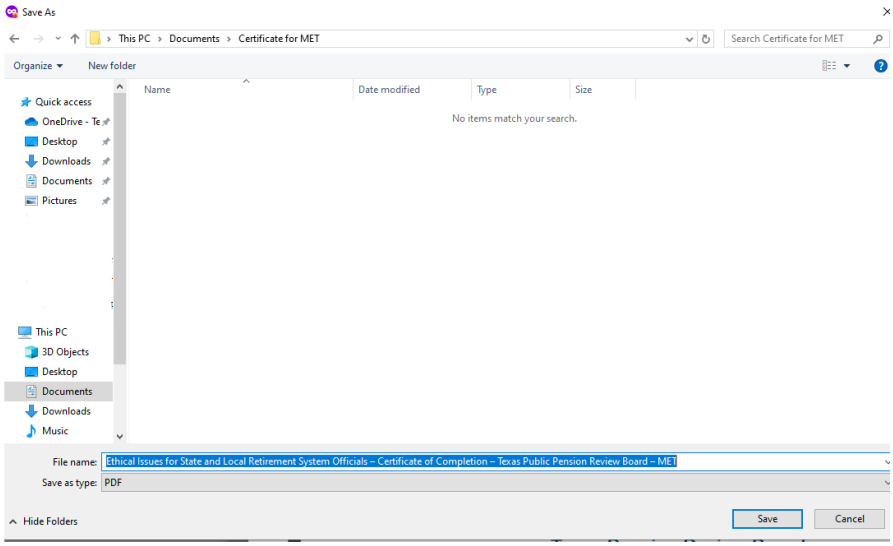
User Quick Reference Guide

1. Locate your certificate through your dashboard.
2. Click the certificate.
3. Under the certificate, you will find the option to print, download, or enable sharing. **CLICK PRINT**

4. Select “Save to PDF” as your printer or destination.



5. Click ‘Save’ on the bottom of the print option panel.
6. Select target folder and (optional) customize file name.



7. Click Save