

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**



PENSION REVIEW BOARD
MINIMUM EDUCATIONAL TRAINING PROGRAM

Certificate of Completion

FirstName LastName

HAS SUCCESSFULLY COMPLETED THE MET ACTIVITY
Ethical Issues for State and Local Retirement System Officials

On February 25, 2025 At PRB Online

For 0.75 MET hours

Texas Pension Review Board

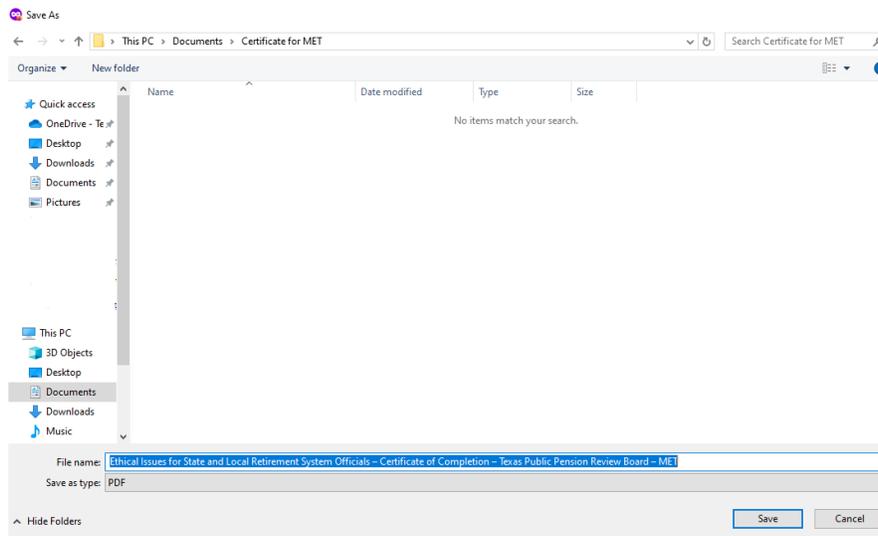
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4. Select "Save to PDF" as your printer or destination.

Texas Pension Review Board
How to Save a Certificate as a PDF



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



7. Click Save