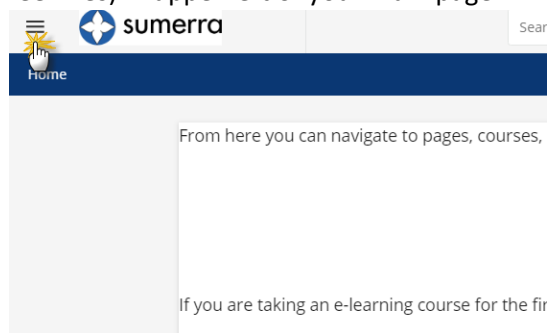# Process for Renewal of SLCP Verifier approval on Sumerra Training and Education Platform (STEP)

> *WARNING! Failure to follow this process may require you to re-do the process to ensure your renewal is properly logged.*
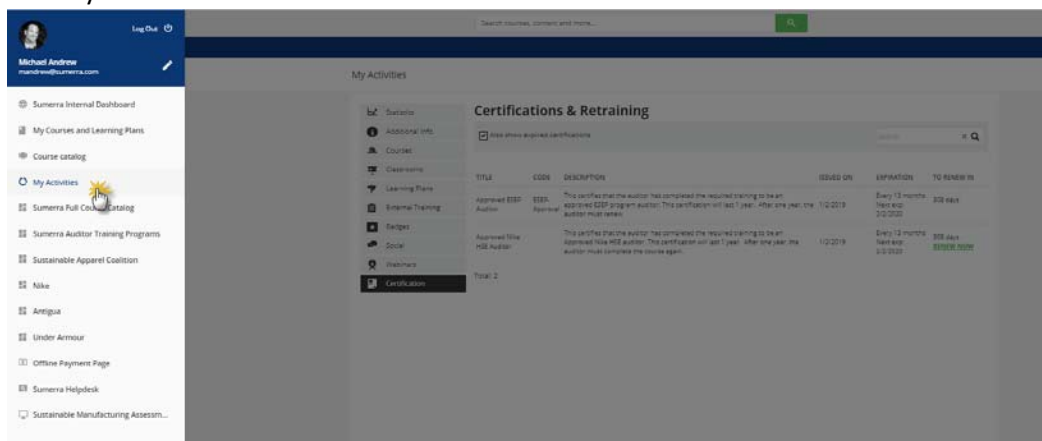
Viewing Your Approvals

In order to view your current approvals, please follow these steps.

1. Log in to your STEP account (when you became a Verifier an account was created for you. Your user name is your email. You can use the forgot password link if you don't know it)
2. Click the menu button (three lines) in upper left of your main page

3. Click the My Activities

4. Click Certifications, and you will be able to view all of your approvals

Basic Procedures for Renewal

The process of approval (called Certifications on the STEP site) is the same for all approvals in the Sumerra systems. All approved providers should receive a notification email three months and 1 month prior to expiration. One way to renew is to click the link provided in the email (NOTE: You must be logged into STEP first).

Alternatively, you can click the 'Renew' button found on your approval list

Clicking the email link or Renew Now link will both take you to a list of 'courses' that can be completed to complete your renewal. Click the Play button and complete the enrollment

Certifications & Retraining

⚠ **Your certification** ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ **s going to expire at 2/2/2020 3:13:50 pm.**
Please subscribe and complete one of the following courses or learning plans in order to renew it.
Selecting an item you've already used to obtain this certification in the past, will result in a complete tracking data reset for that item!

(First Renewal)

▮▮▮▮ **BUY NOW !** ⓘ

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🖥 E-Learning

🖿 Alternatively, you can submit a new external activity valid for this certification. Upon upload it will be evaluated for approval   **GO TO MY EXTERNAL ACTIVITIES**

Submitting Your Worksheet

First you should complete any trainings or other activities in the course. Then you can submit your VSM worksheet.

Submitting your worksheet is easy.

1. Click on the assignment object

2. Drop your worksheet file / or click to upload

3. Fill in your name and submit

Our team will review your submittal and we will contact you should there be any questions. Once approved/rejected, you will receive a message regarding your approval.