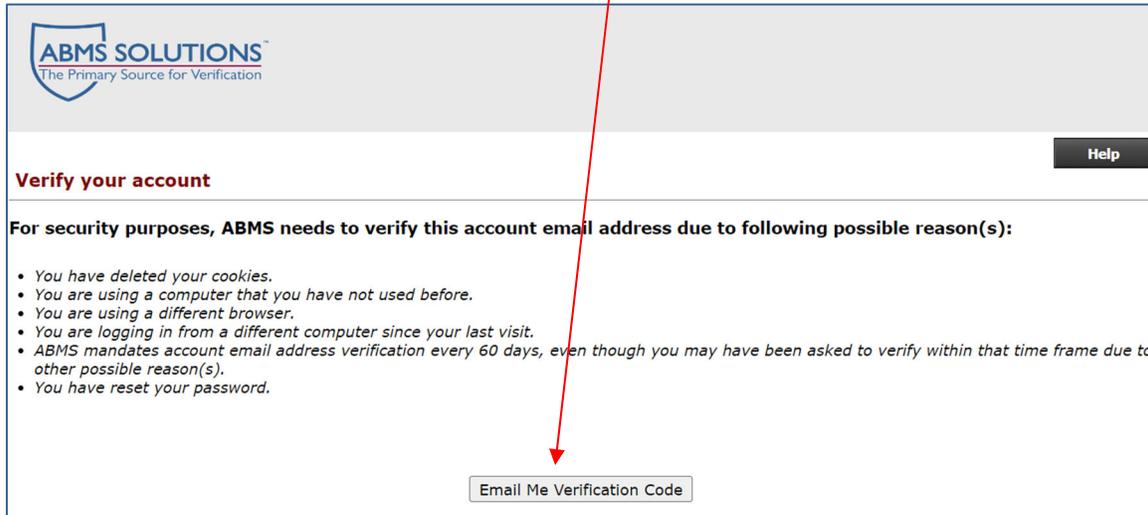


### III. Email Verification Process

#### **Security Verification Process**

Once you have clicked 'Login' using your email address and password you will receive the following page. Click on the **Email Me Verification Code**.



**ABMS SOLUTIONS**  
The Primary Source for Verification

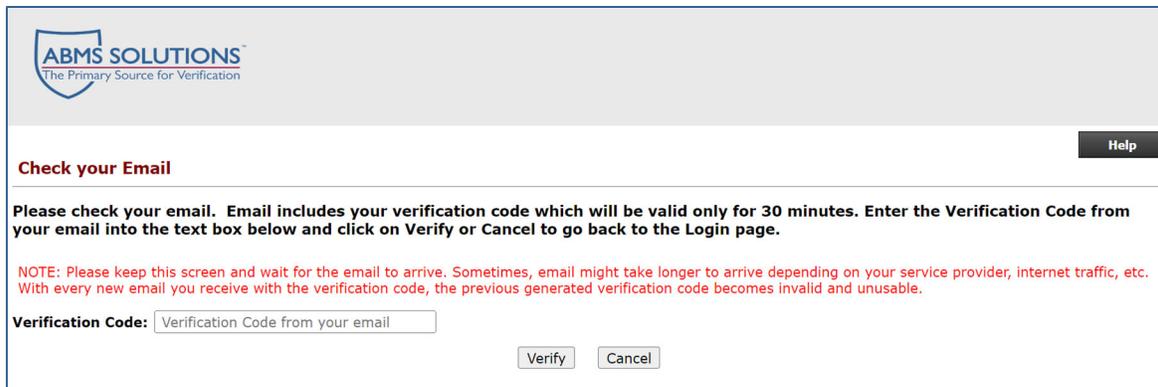
**Verify your account** Help

For security purposes, ABMS needs to verify this account email address due to following possible reason(s):

- You have deleted your cookies.
- You are using a computer that you have not used before.
- You are using a different browser.
- You are logging in from a different computer since your last visit.
- ABMS mandates account email address verification every 60 days, even though you may have been asked to verify within that time frame due to other possible reason(s).
- You have reset your password.

Email Me Verification Code

Once you have clicked the 'Email Me Verification Code' you will be directed to the Verification Code page below and will receive an email with the code.



**ABMS SOLUTIONS**  
The Primary Source for Verification

**Check your Email** Help

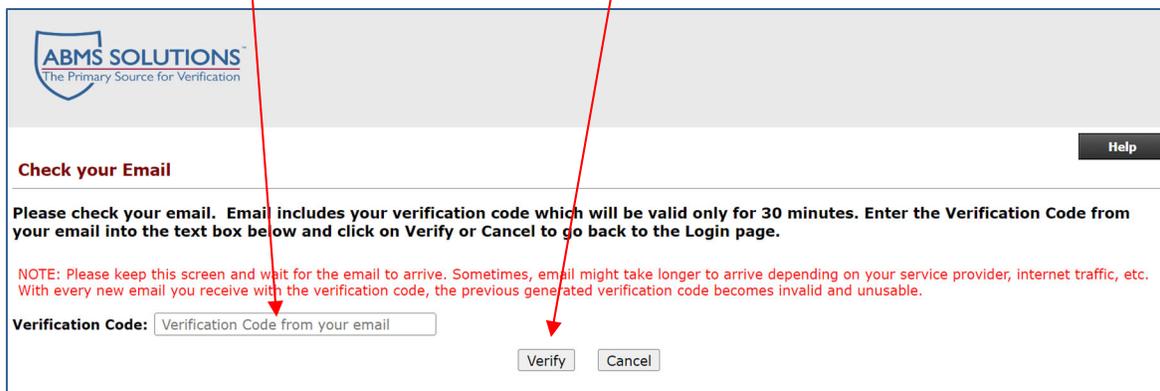
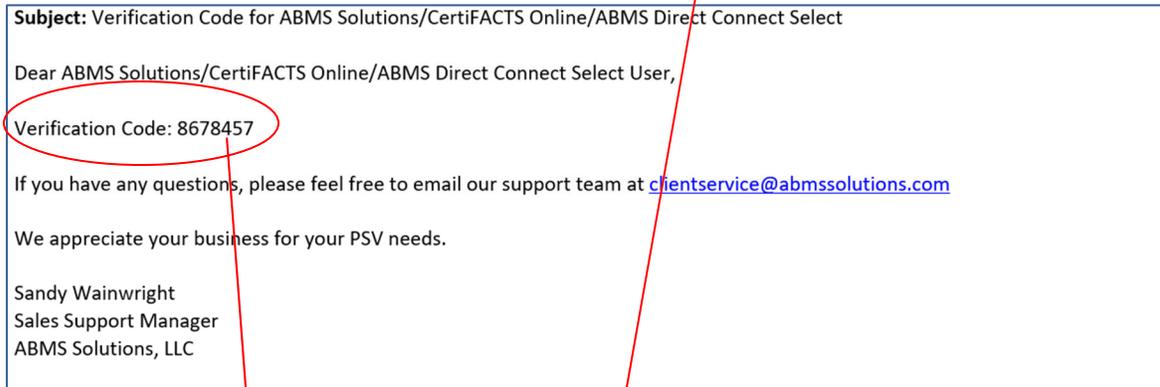
Please check your email. Email includes your verification code which will be valid only for 30 minutes. Enter the Verification Code from your email into the text box below and click on Verify or Cancel to go back to the Login page.

**NOTE:** Please keep this screen and wait for the email to arrive. Sometimes, email might take longer to arrive depending on your service provider, internet traffic, etc. With every new email you receive with the verification code, the previous generated verification code becomes invalid and unusable.

Verification Code:

Verify Cancel

Now proceed to your email where you should receive the email below and copy the code and input the code into 'Verification Code' and click 'Verify'.



- The verification process can occur if you change computers and change browsers. If you have to verify each time you shut down you will need to turn off your cookies in your browser option.
- If you are using the same browser and are still being asked to verify your email address/login, please make sure that your browser setting does not delete your cookies automatically. Or, you may choose to use one browser just for your Certifacts Online use (we recommend using Chrome).
- If for your own organizational IT security purposes your browser settings are set to delete your cookies automatically upon exiting the browser, you can ask your network admin to add the Certifacts Online site to your organization's browser safe list.