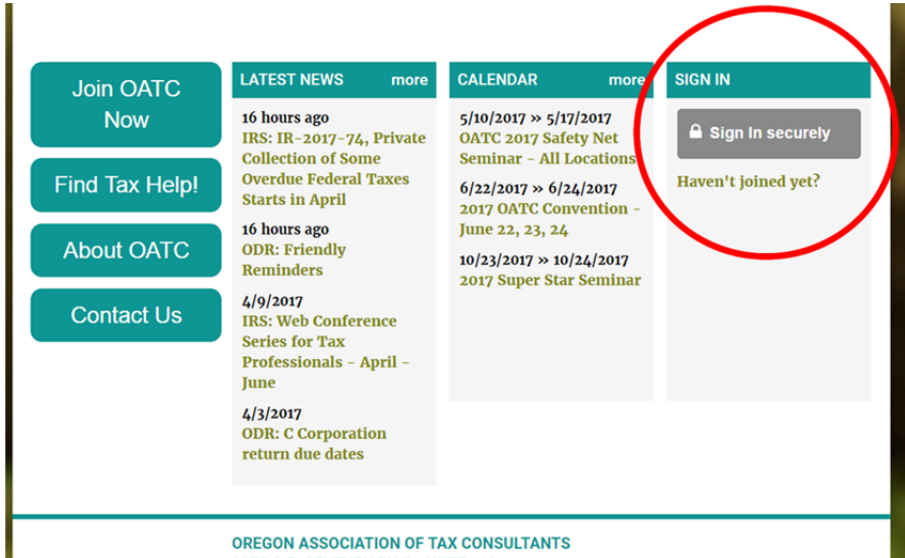


## HOW DO I GET MY CE CERTIFICATE (OATC MEMBERS ONLY)?

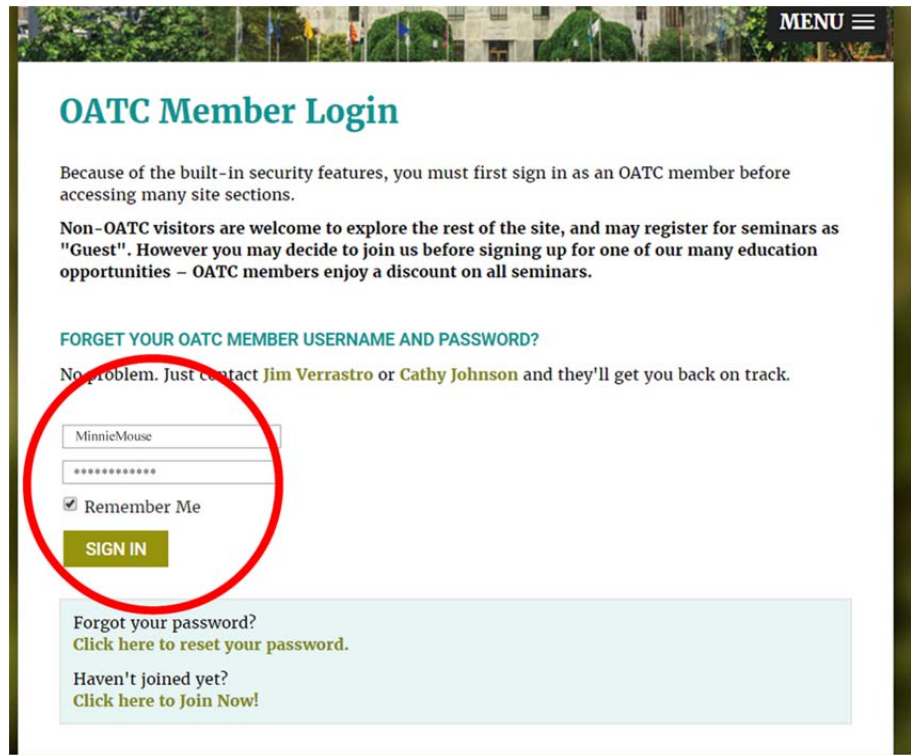
If you are already logged in, jump to page .2

1. Log in on the home page



The screenshot shows the top navigation area of the OATC website. On the left, there are four teal buttons: 'Join OATC Now', 'Find Tax Help!', 'About OATC', and 'Contact Us'. In the center, there are two columns of news items under the headings 'LATEST NEWS' and 'CALENDAR'. On the right, there is a 'SIGN IN' button, which is circled in red. Below the 'SIGN IN' button is a 'Sign In securely' button and the text 'Haven't joined yet?'. At the bottom of the page, the text 'OREGON ASSOCIATION OF TAX CONSULTANTS' is visible.

2. Fill in your username and password.



The screenshot shows the 'OATC Member Login' page. At the top right, there is a 'MENU' icon. The main heading is 'OATC Member Login'. Below the heading, there is a paragraph explaining that users must sign in as an OATC member before accessing many site sections. It also mentions that non-OATC visitors are welcome to explore the site and register for seminars as 'Guest'. Below this, there is a section titled 'FORGET YOUR OATC MEMBER USERNAME AND PASSWORD?' with a link to contact Jim Verrastro or Cathy Johnson. The login form consists of two input fields: one for the username (containing 'MinnieMouse') and one for the password (containing '\*\*\*\*\*'). There is a 'Remember Me' checkbox which is checked. Below the form is a green 'SIGN IN' button, which is circled in red. At the bottom, there are two links: 'Forgot your password? Click here to reset your password.' and 'Haven't joined yet? Click here to Join Now!'.

- On the home page in the MY PROFILE block you will now see useful links – click on the **Manage Profile** link.

*Alternate: on any page, click on the Manage Profile link in upper right corner:*

- On the **Manage Profile** page scroll down to the **CONTENT & FEATURES** section and click on the **Professional Development** link. .

#### CONTENT & FEATURES

### Professional Development: Minnie Mouse

- Locate the description of the training for which you need a certificate, and click on the tiny printer icon at its left – you can choose to print to your local printer or to a .pdf file, with results similar to the example below:

**OREGON ASSOCIATION OF TAX CONSULTANTS**  
 3075 SE Century Blvd., Ste 110  
 Hillsboro, Oregon 97123-8187  
 (503)726-0100

CERTIFICATION OF SESSION ATTENDANCE FOR CONTINUING EDUCATION CREDIT

Member Information: **Minnie T. Mouse**  
 PTIN: **P00012345**  
 Oregon License Number: **67890-C**

Date of Class: **5/10/2017**  
 Speaker: **Michael A. Gordon CPA**

APPROVED CONTINUING EDUCATION PROVIDER  
 IRS Approved Continuing Education Provider #707050

Activity Code	Description	Credit Type	Location	Credits
70780-T-00450-17-1	OATC 2017 Safety Net Seminar - All Locations	IRS CEU	Oregon United States	6

This is to certify in accordance with the standards set forth in Circular 230 section 10.6 CE. CE Credits have been granted for income tax oriented subject material, based upon a 50-minute hour.

EXPLANATION OF CREDIT TYPES: IRS CEU: Approved Credit for Federal IRS Update: Approved Credit for Tax Update IRS Ethics: Approved Credit for Ethics OR CEU: Approved for Oregon Only