

# RECERTIFICATION PROCESS

## Instructions for Printing from State UEZ Database

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We recommend that you print out and send your recertification applications at least six weeks prior to a company's recertification due date. You will also need to print out your recertification labels and a Companies Due for Recertification report. The process to print out recertification material for one month is explained below.

Reminder: You may have better success with Recertification Application returns if you send a return self-addressed envelope along with your recertification packages.

1. **Log into the State UEZ database.**
2. **Select Menu Option #3: Recertification Application Menu**
  - a. Press Enter
3. **Select Menu Option #4: Companies Due for Recertification**
  - a. Press Enter
  - b. Enter the number of the desired recertification month
  - c. Make sure "PRINT" is highlighted.
  - d. Press the "Enter" key to print the report

This report lists all the companies that are due for recertification during your selected month. The month is printed out in the title of the report.

4. **Select Menu Option #1: Application**
  - a. Press Enter
  - b. Enter the number of the desired recertification month
  - c. Press Enter

The applications will automatically print.

5. **Compare the Applications with the Recertification Data Report**

- a. Make sure that every company on the Recertification Data Report has a corresponding Recertification Application (refer to the trade name). During this check also make sure that:
  1. The Deadline Date on the Recertification Application has printed out correctly.

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2. Double-check on the Recertification Date Report to make sure that the company has met the 25% factor requirement. If they are due to meet their recertification you may want to communicate that with them.
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6. **Select Menu Option #3: Labels**

Use 1 1/3" X 4" labels. (We use MACO LM-1400B which is the same as Avery Dennison #5162.) Where you place the labels will depend upon the type of printer that you have.

    - a. Press Enter
    - b. Enter the number of the desired recertification month
    - c. Press Enter
    - d. Make sure "PRINT" is highlighted.
    - e. Press the "Enter" key to print the labels

Make sure that you have a label for every company on the Recertification Data Report.