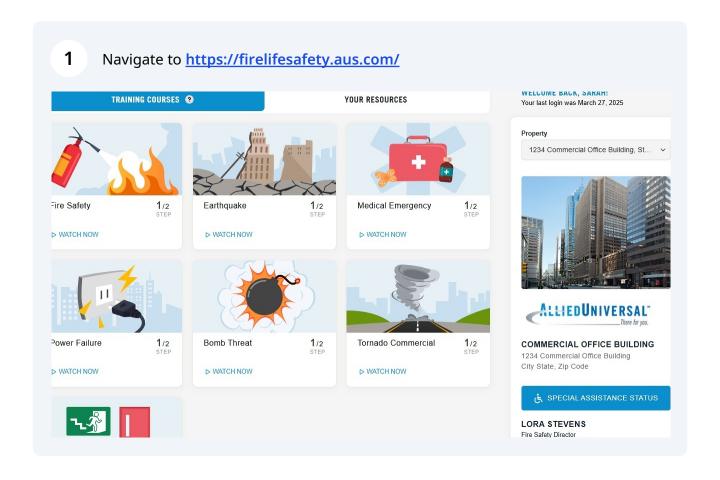
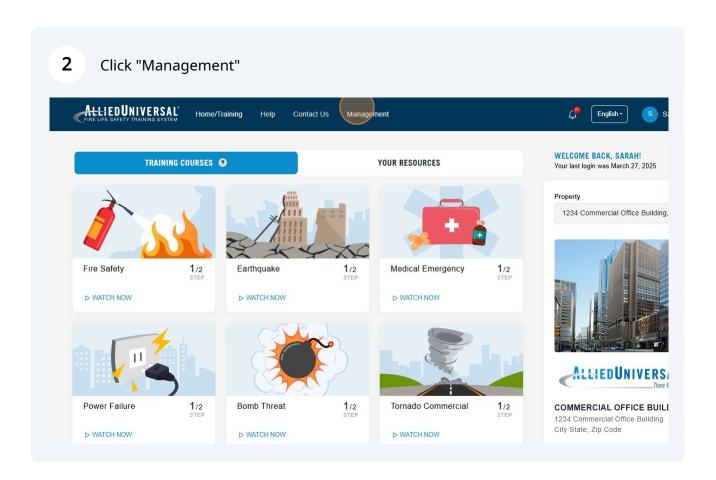
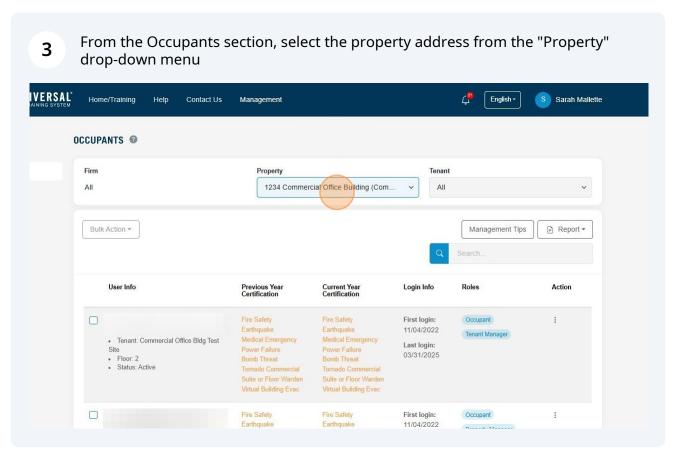
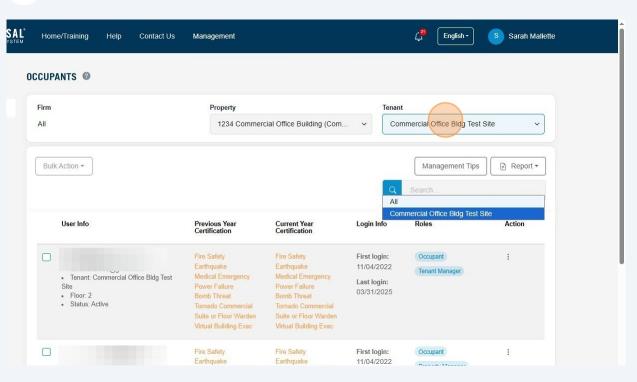
How to Send a Certification Reminder



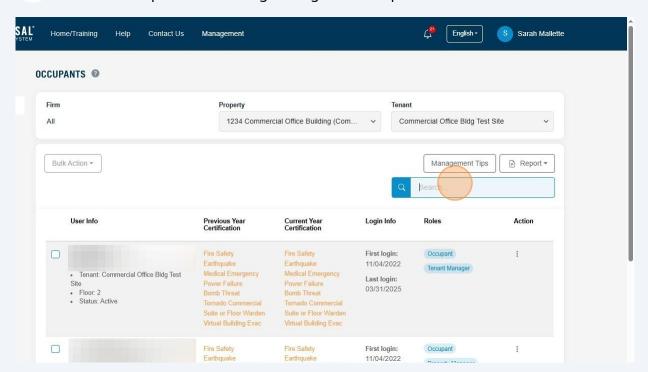


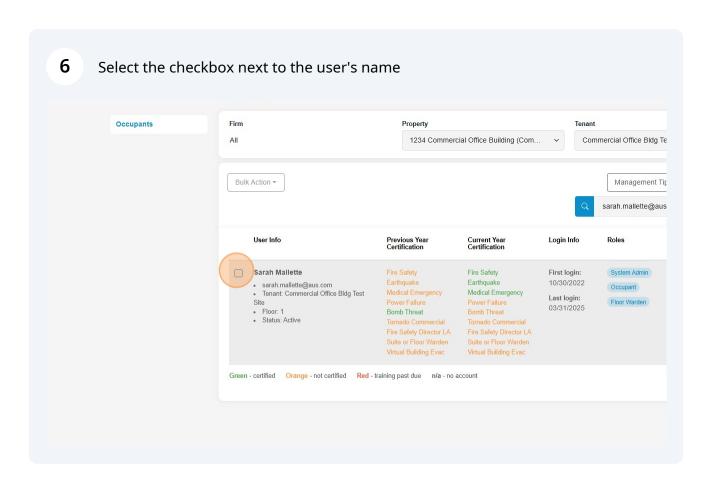


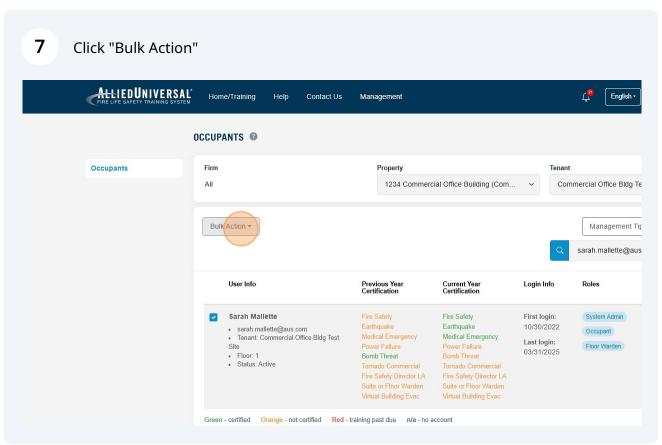
4 Select the tenant from the "Tenant" drop-down menu



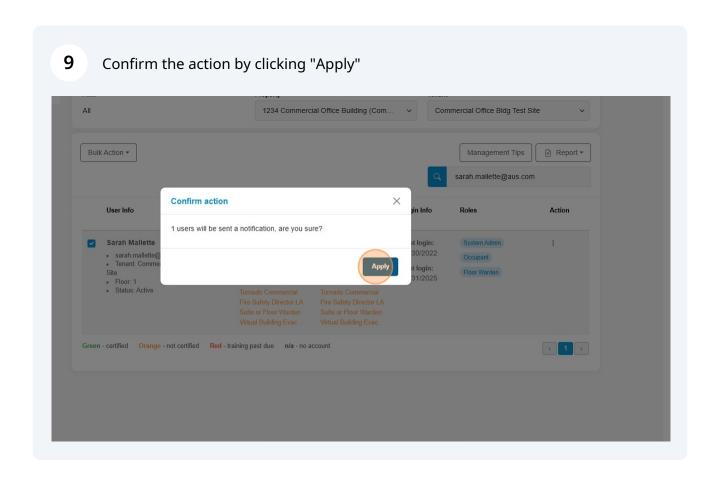
Find the registered user that you would like to send a reminder email to by using the search option or scrolling through the occupant list







8 Click "Send Certification Reminder" from the drop-down menu OCCUPANTS @ Occupants Firm 1234 Commercial Office Building (Com... Commercial Office Bldg Te Bulk Action ▼ Management Tip Assign Floor Warden sarah.mallette@aus Assign Primary Floor Warden Send Certification Reminder Previous Year Certification Current Year Certification Login Info Roles Sarah Mallette Fire Safety System Admin First login: 10/30/2022 sarah.mallette@aus.com
 Tenant: Commercial Office Bldg Test Occupant Medical Emergency Last login: Site
Floor: 1
Status: Active Floor Warden Power Failure Bomb Threat 03/31/2025 Tornado Commercial Fire Safety Director LA Suite or Floor Warden Tornado Commercial Fire Safety Director LA Virtual Building Evac Virtual Building Evac Green - certified Orange - not certified Red - training past due n/a - no account



10 Click "OK" and the user will be sent a certification reminder email

