When ACOs issue certificates they can apply their signature image and choose to allow the applicant to print the Original. A message will be displayed in the applicant's Workload section of the *Welcome* page when there is an Original(s) to be printed.

To Print a Certificate, complete the following steps:

Step One: Print the Certificate Original

Steps for printing the certificate using the link from *Welcome* page:

1. In the Workload section of the *Welcome* page, click the link for the certificate type (e.g., 577, 579 or State) that is ready to be printed. The *Print Wizard* page appears.

2. The certificate information displays in the **List of Certificates** Table. The table includes the **Certificate number**, **Applicant**, **Destination Country**, **Issued Date**, **Authorized Officer**, **Status** and **ATP**. ***Note:*** ATP will display Yes when the ACO has chosen the applicant to print the Original certificate.

3. From the List of Certificates, check the corresponding check box(es) for the certificates that you wish to print. You can also use the **Select All** link to print all the certificates displayed in the table.

4. Click the **Generate Certificate PDF** button. Depending on your browser settings, a new browser window may open with the original certificate displayed in PDF format or you may be prompted to save the file or open the file in another application/browser. Follow any screen prompts if displayed.

5. Once the original certificate has successfully printed, close the window and return to the *Print Wizard* page.

6. Click the **Printed** button.

7. A message displays on the *Print Wizard* page that "All selected certificates have been successfully marked as Printed".

8. The print original certificate process is now complete. Click **PCIT Home** from left navigation menu to continue using the PCIT.

Steps for printing the certificate using *Print Wizard* directly:

1. Click **Print Wizard** from the left navigation menu. *Print Wizard* page appears.

2. Select the Type of Certificate from **Select a Form Type to Print** dropdown. Then select Original from **Print Type** dropdown.

3. In **Locate By**, select the **Duty station** and enter a **Date Range,** or enter the **Tracking number or Certificate Number** and click **Show Results**.

4. The certificates matching your search criteria display in the **List of Certificates** table. The table includes the **Certificate number**, **Applicant**, **Destination Country**, **Issued Date**, **Authorized Officer**, **Status** and **ATP**. ***Note:*** ATP will display Yes when the ACO has chosen the applicant to print the Original certificate.

5. From the List of Certificates, check the corresponding check box(es) of the certificates that you wish to print. You can also use the **Select All** link to print all the certificates displayed in the table.

6. Click the **Generate Certificate PDF** button. Depending on your browser settings, a new browser window may open with the original certificate displayed in PDF format or you may be prompted to save the file or open the file in another application/browser. Follow any screen prompts if displayed.

7. Once the original certificate has successfully printed, close the window and return to the *Print Wizard* page.

8. Click the **Printed** button.

9. A message displays on a *Print Wizard* page that All selected certificates have been successfully marked as Printed.

10. The print original certificate process is now complete. Click **PCIT Home** from left navigation menu to continue using the PCIT.

Step Two: Print Certificate Copy

To print a certificate copy, follow the below steps.

1. Click **Print Wizard** from the left navigation menu. *Print Wizard* page appears.

2. Select the Type of Certificate from **Select a Form Type to Print** dropdown. Then select Copy from **Print Type** dropdown.

3. In **Locate By**, select the **Duty station** and enter a **Date Range**, or enter the **Tracking number or Certificate Number** and click **Show Results**.

4. The certificates matching your search criteria displays in the **List of Certificates** table. The table includes the **Certificate number, Applicant, Destination Country, Issued Date, Authorized Officer, Status** and **ATP**.

5. From the List of Certificates, check the corresponding check box(es) of the certificates that you wish to print. You can also use the **Select All** link to print all the certificates displayed in the table.

6. Click **Generate Certificate Copy** button. Depending on your browser settings, a new browser window may open displaying a certificate with a Copy watermark in PDF format or you may be prompted to save the file or open the file in another application/browser. Follow any screen prompts if displayed.

7. Once the certificate copy has successfully printed, close the window and return to the *Print Wizard* page.

8. Print Certificate Copy process is now complete. Click **PCIT Home** from left navigation menu to continue using the PCIT.

> For additional details regarding the Print Certificate process, please see the PCIT on-line Help topic "Print Wizard"