

## How to upload technician training, vaccination training and CPR training into your profile

Go to our website, [www.albop.com](http://www.albop.com) and click on Online Services. From the drop-down menu select Individual/Business profile. Enter your Technician Registration Number and the last four digits of your Social Security Number as your password. The top of your screen will show "My Profile". Scroll down to the Section entitled "Documents". Select the "Add New" button. Select the current document from the drop-down menu under "Doc Type". Select Upload and choose the correct document under "Choose File" then press submit. For Technician Vaccination Training you must upload both your CPR training card and the Tech Vaccination Training Certificate/Completion form to receive your certificate.