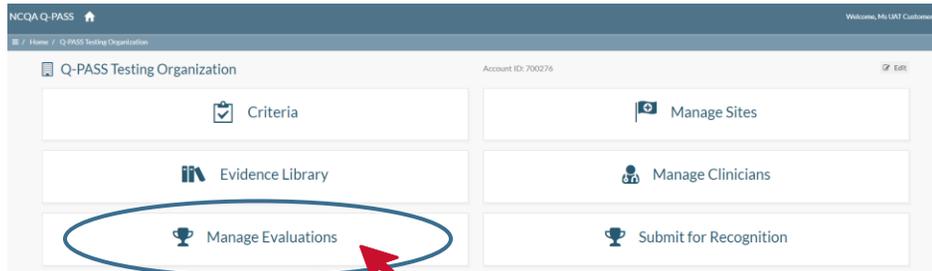


Access Certificates in Q-PASS

STEP 1 Go to qpass.ncqa.org

From the Organization Dashboard, select **Manage Evaluations**.



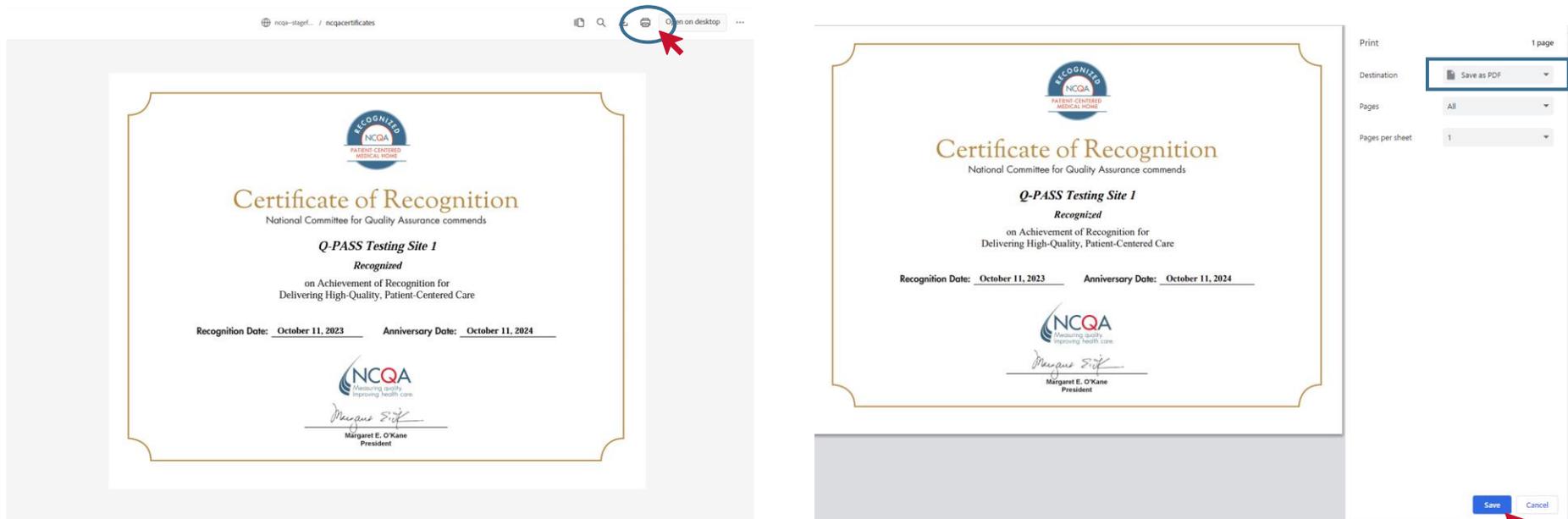
STEP 2

Next to the name of the practice site, click the icon on the right. This will generate a PDF certificate that you can save to your computer and print.

Site	Program	Enrollment date	Status	Status date	Reporting date	Anniversary date	Certificate
Demo Site 1	PCMH	Oct 10, 2023	Ready	Oct 11, 2023	Sep 11, 2024	Oct 11, 2024	

STEP 3

To save/print the certificate, click the **printer icon** in the top right corner.

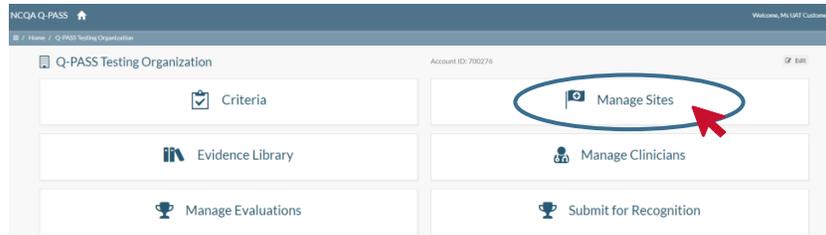


Select the Destination as **Save as PDF** to download the certificate to your computer or change the destination to the appropriate printer connected to your device. Select the **Save** or **Print** button.

Update Certificate Name

STEP 1

If you would like the name displayed on the certificate to differ from the practice site name, navigate from the organization dashboard to **Manage Sites**.



STEP 2

Select the **Edit** button next to the practice site name.



STEP 3

Under the Site Name, view the field labeled **Certificate Name**. Update to the preferred certificate name.



Select **Save** at the bottom of the screen. Return to **Manage Evaluations** and open the certificate to ensure it has updated to reflect changes.