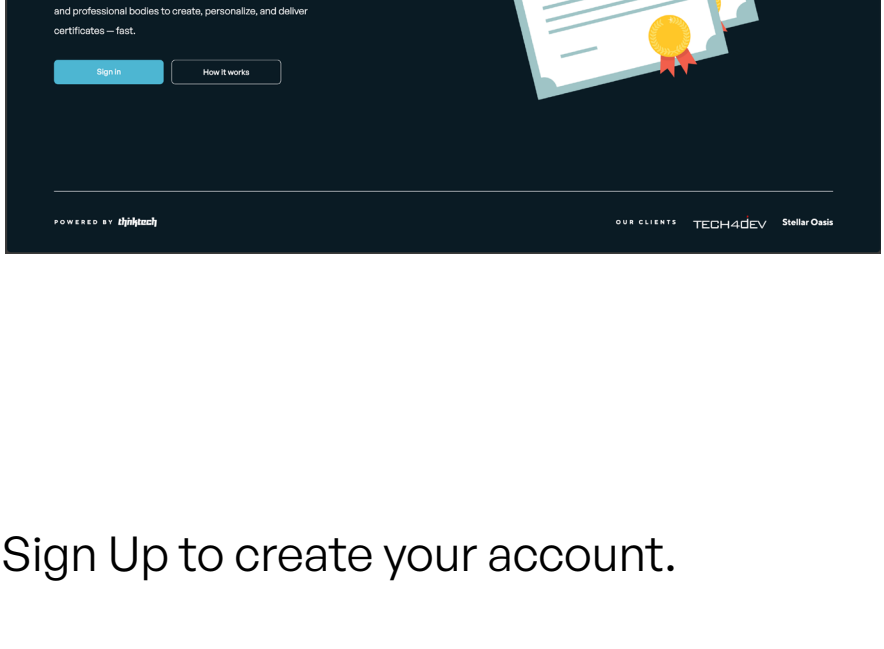
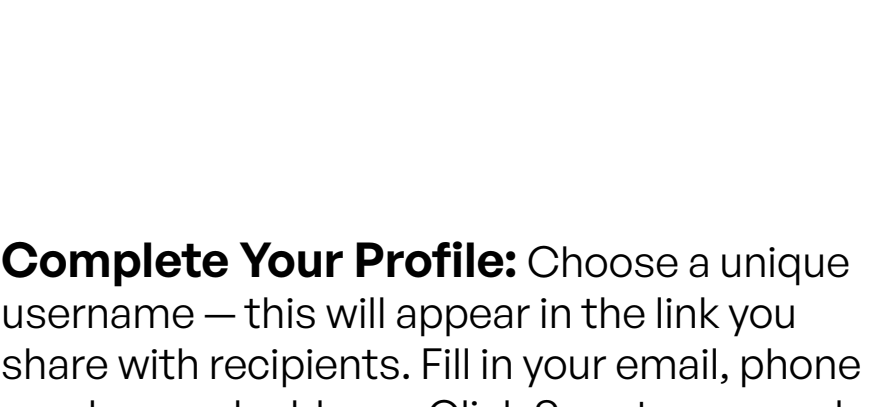


# How to Use Certfill

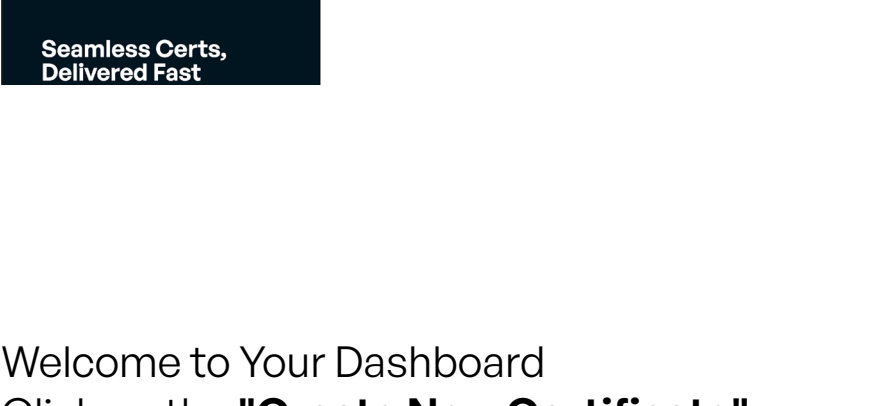
Visit **www.certfill.com** to access the Certfill website.



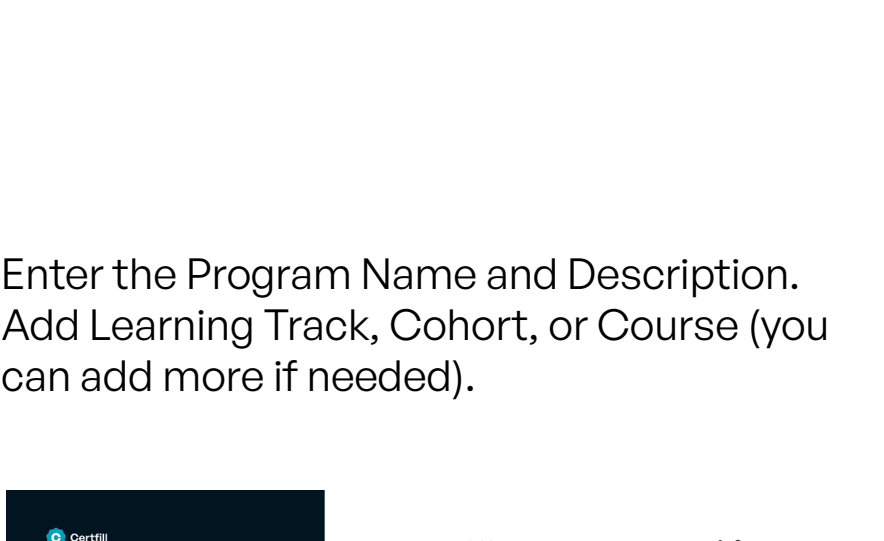
Sign Up to create your account.



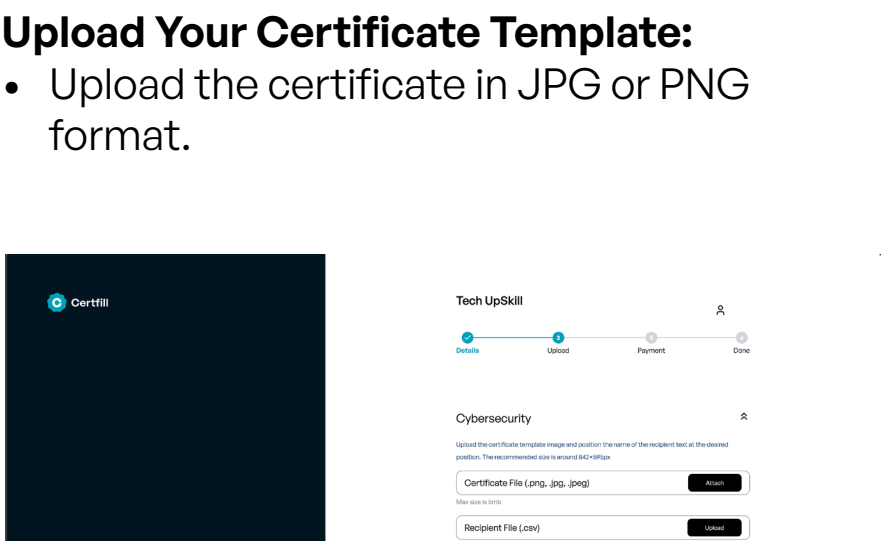
**Complete Your Profile:** Choose a unique username — this will appear in the link you share with recipients. Fill in your email, phone number, and address. Click Save to proceed.



Welcome to Your Dashboard  
Click on the **"Create New Certificate"** button.

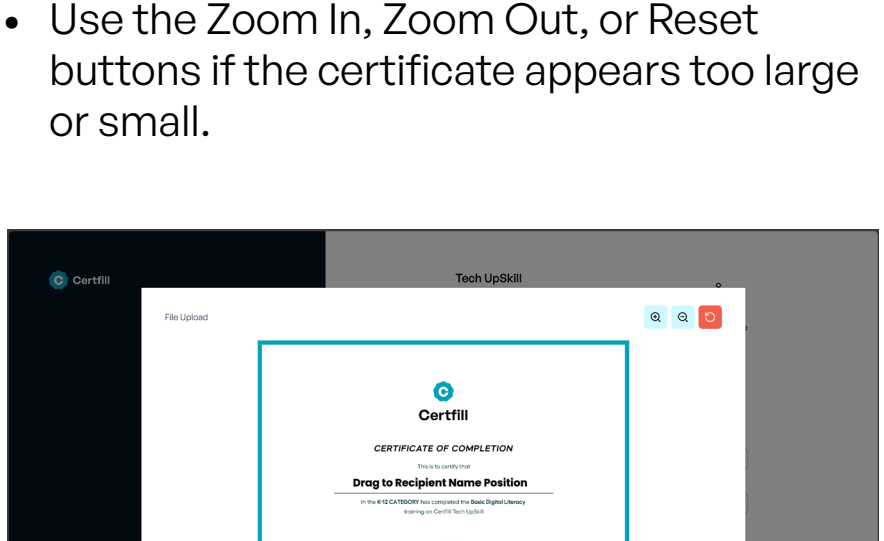


Enter the Program Name and Description.  
Add Learning Track, Cohort, or Course (you can add more if needed).

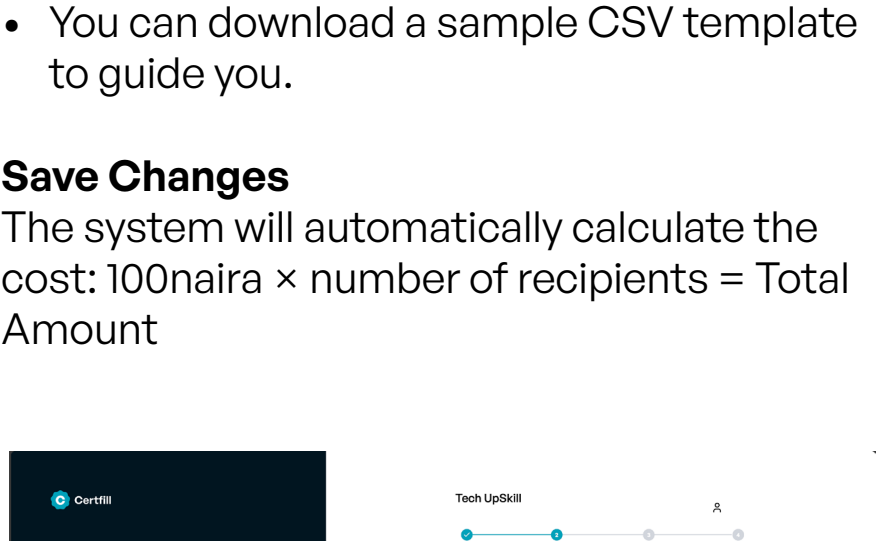


**Upload Your Certificate Template:**

- Upload the certificate in JPG or PNG format.



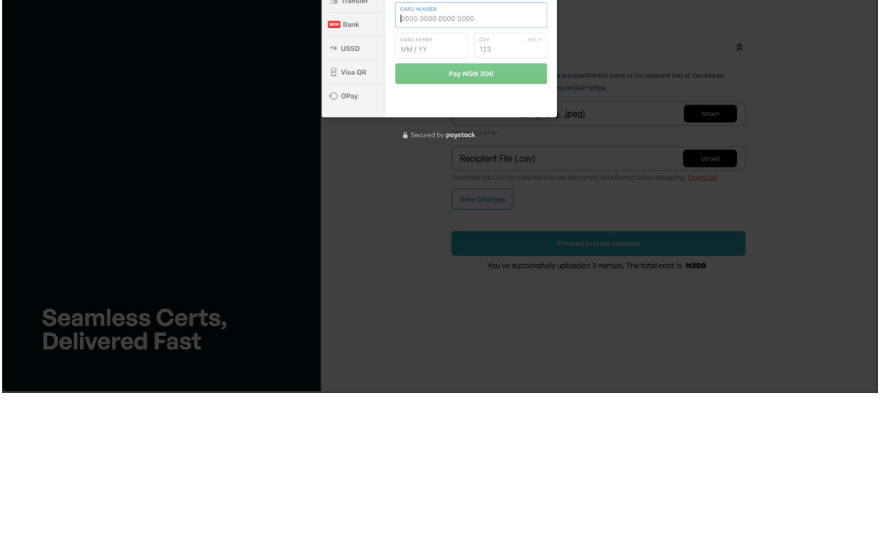
- Adjust the name position, font size, font style, and alignment as needed.
- Use the Zoom In, Zoom Out, or Reset buttons if the certificate appears too large or small.



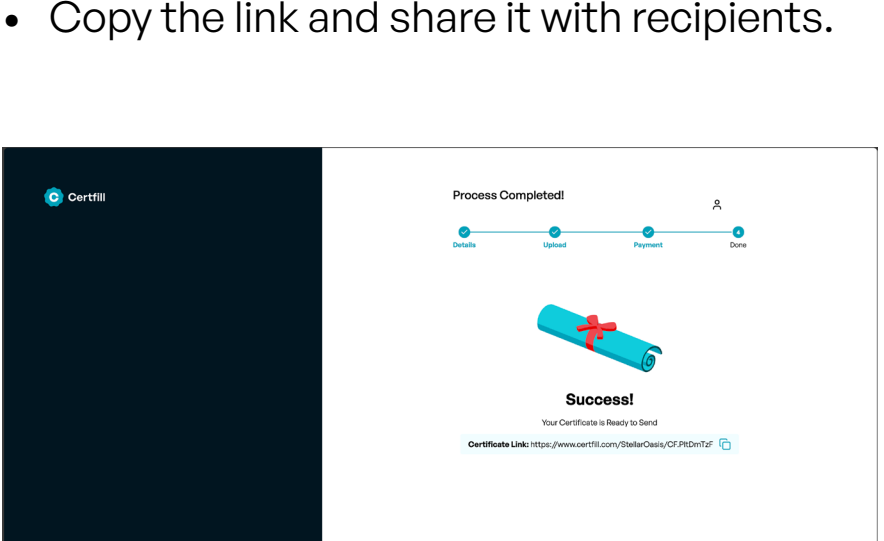
**Upload Recipient Details:**

- Upload a CSV file containing recipient names and emails.
- You can download a sample CSV template to guide you.

**Save Changes**  
The system will automatically calculate the cost: 100naira × number of recipients = Total Amount

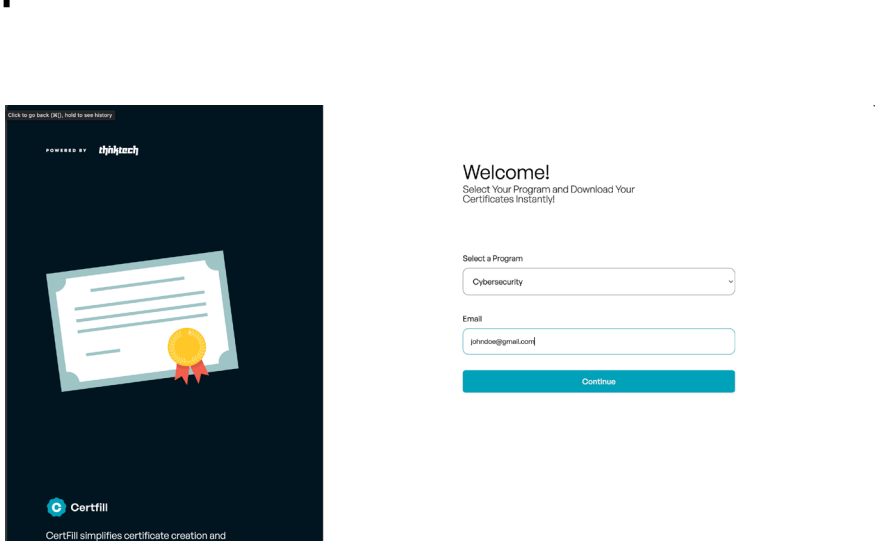


**Proceed to Payment**



**Share Your Certificate Link:**

- Once payment is completed, your unique link will be generated.
- Copy the link and share it with recipients.



They will click the link, input their email and program, and **view/download their personalized certificate.**

