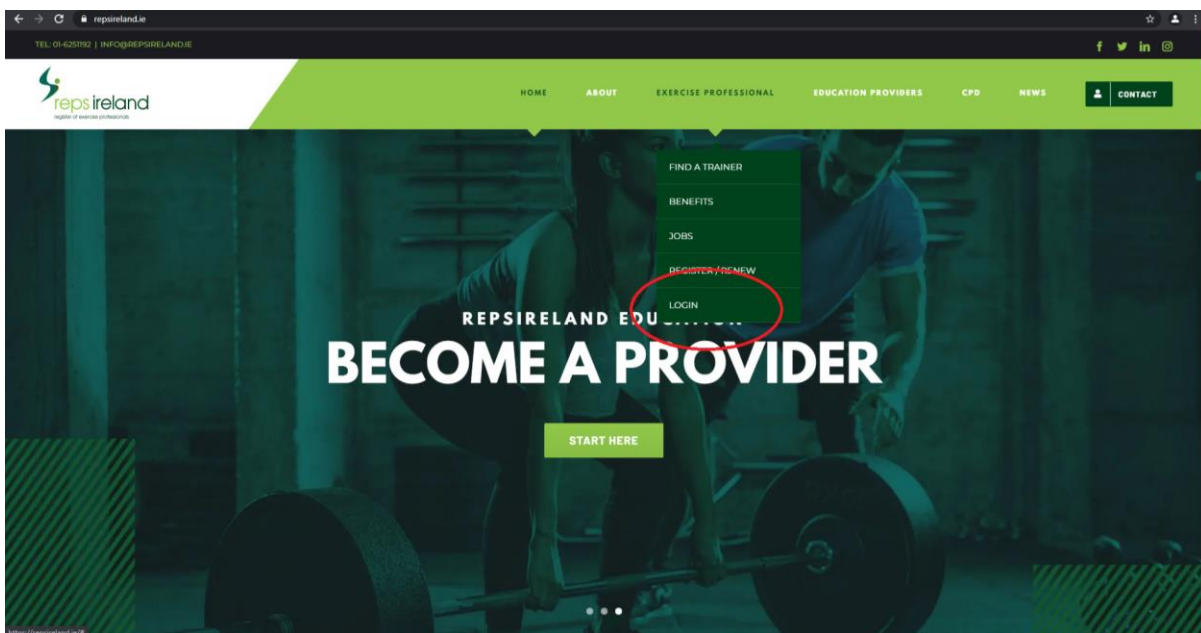




## Uploading CPD Certificates to your profile

1. Go to [www.repsireland.ie](http://www.repsireland.ie) and navigate to “Exercise Professional” in the navigation menu. From the drop down, click “LOGIN”.




2. Login to your REPs Ireland profile.



Username

Password

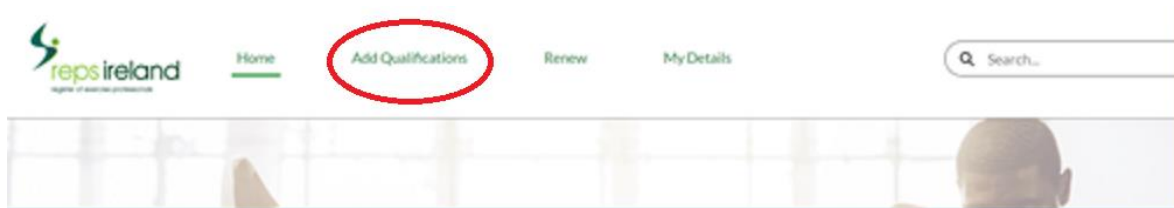
 

Remember me

[Forgot Your Password?](#)

REPs Ireland employee? [Log In](#)

3. In the home page, on the navigation bar, click “Add Qualifications”.



4. Either create a new qualification, or navigate to the qualification you want to attach a certificate scan to.

A screenshot of the 'My Qualifications' page. The navigation bar is at the top with 'Add Qualifications' highlighted. Below the navigation bar, there are buttons for 'New' and 'Printable View', and a search box for the list. A table displays two qualifications. The first is 'EQF Level 4 Personal Trainer' with a status of 'Rejected'. The second is a 'CPD' record with a status of 'Approved'.

Qualificat... ↑ ↓	Record Type ↓	Qualification ↓	Date Certi... ↓	Certificate ↓	Education Provider ↓	Approv... ↓	CPD ... ↓	CPD ... ↓	Curre... ↓	
1	Q-00000009	Qualification	EQF Level 4 Personal Trainer	01/01/2021	Test Doc.docx	Aura Fitness Academy	Rejected		<input type="checkbox"/>	▼
2	Q-00000031	CPD		21/01/2021		Approved	Event	<input checked="" type="checkbox"/>		▼

5. Click on certificates

The screenshot shows the REPs Ireland website interface. At the top, there is a navigation bar with the logo and links for Home, Add Qualifications, Renew, and My Details. A search bar is located on the right. Below the navigation bar, the main content area displays 'REPsQualification Q-00000031' with buttons for 'New Contact', 'Clone', and 'Printable View'. Underneath, the 'Details' section is active, and the 'Certificates' tab is highlighted with a red circle. The details are organized into two columns:

Qualification Q-00000031	Date Certified 21/01/2021
Your Name Stephanie Mac Sweeney	CPD Points 0
CPD Provider Test	CPD Type Event
Approval Status Approved	Current CPD <input checked="" type="checkbox"/>
Created By Stephanie Mac Sweeney . 21/01/2021 23:58	Last Modified By Cirrico Consultant . 07/04/2021 14:28

At the bottom of the page, a URL is visible: [repsireland.force.com/repsmembership/s/repsqualification/\\_/q00000031?n...](https://repsireland.force.com/repsmembership/s/repsqualification/_/q00000031?n...)

6. Select "Add File".

The screenshot shows the same REPs Ireland website interface. In this view, the 'Files (0)' section is expanded, showing a table with columns for Title, Owner, Last Modified, and Size. The 'Add Files' button is highlighted with a red circle.

Title	Owner	Last Modified	Size
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