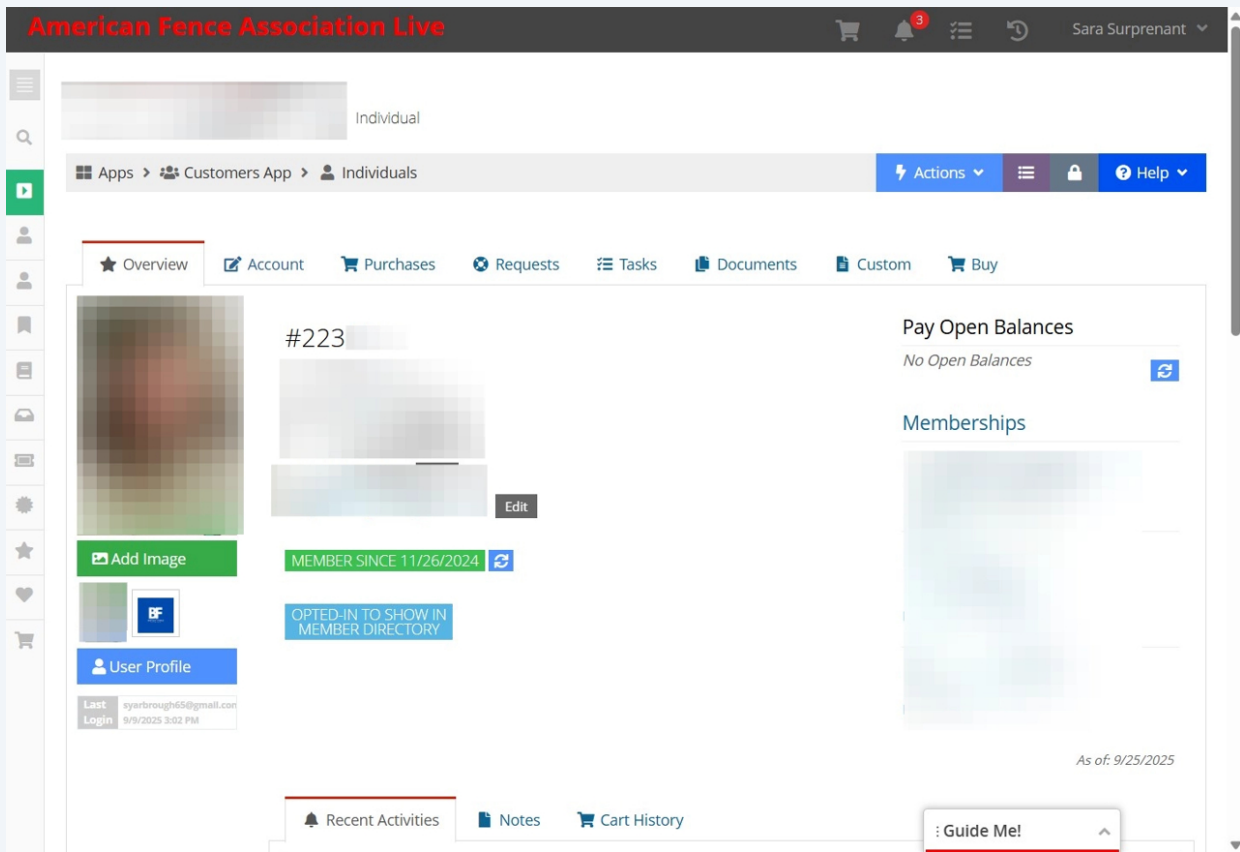


Add New Education Credit to Your AFA Profile

1

Navigate to your [user profile on the AFA portal](#). (If you do not remember your username and/or password, please click on the reset password function on the login screen and follow the prompts to access your portal profile.)

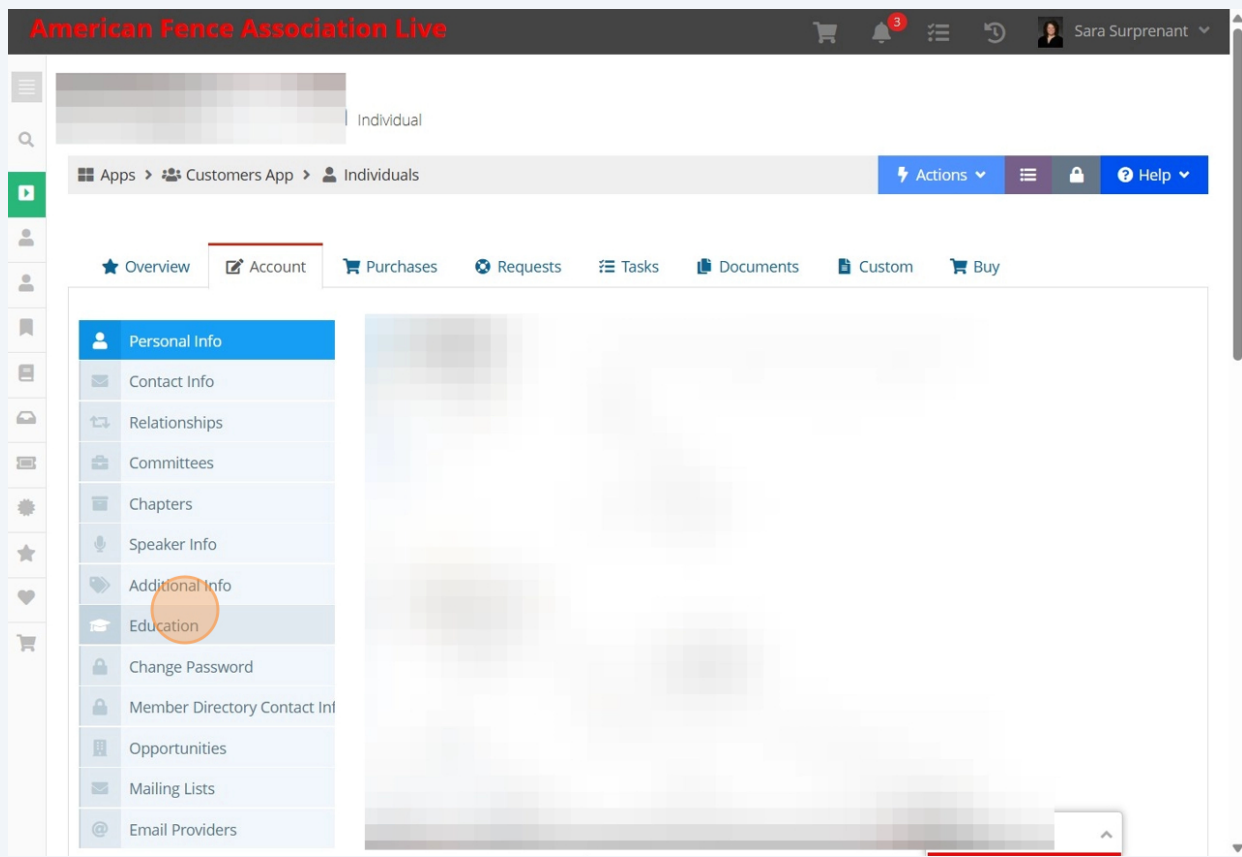


2

Click "Account"

The screenshot displays the 'American Fence Association Live' web application. At the top, a dark header bar contains the site name, a shopping cart icon, a notification bell with a red '3', a menu icon, a refresh icon, and the user's name 'Sara Surprenant'. Below the header, a breadcrumb trail reads 'Apps > Customers App > Individuals'. A secondary navigation bar includes 'Actions', a menu icon, a lock icon, and 'Help'. The main content area features a tabbed interface with 'Overview', 'Account' (highlighted with an orange circle), 'Purchases', 'Requests', 'Tasks', 'Documents', 'Custom', and 'Buy'. The 'Account' tab shows a user profile with a blurred image, a green 'Add Image' button, and a blue 'User Profile' button. To the right of the profile, it displays the ID '#223:', a blurred image, and the text 'MEMBER SINCE 11/26/2024' and 'OPTED-IN TO SHOW IN MEMBER DIRECTORY'. Further right, the 'Pay Open Balances' section shows 'No Open Balances' with a refresh icon. Below this is the 'Memberships' section with a blurred image. At the bottom right of the main content area, it says 'As of: 9/25/2025'. The footer contains 'Recent Activities', 'Notes', 'Cart History', and a 'Guide Me!' button.

3 Click "Education"



4 Click "Add New Education Credit"

American Fence Association Live

Individual

Apps > Customers App > Individuals

Actions Help

Overview Account Purchases Requests Tasks Documents Custom Buy

Personal Info
Contact Info
Relationships
Committees
Chapters
Speaker Info
Additional Info
Education
Change Password
Member Directory Contact Info
Opportunities
Mailing Lists
Email Providers

Education Credits Legal Education Credits History

Add New Education Credit + Transcript Download Transcript

1 [1 to 1 out of 1 records] Filter Export

Type	Description	Number of Credits	Earned On	Status	Self Reported	Document	Edit
Continuing Education Units	Finishing Ornamental Metals (online course)	1.00	9/9/2025	APPROVED ON 9/9/2025	No		View

1

Guide Me!

5 Click "Add New Education Credit"

The screenshot shows the 'American Fence Association Live' web application. The user is logged in as 'Sara Surprenant'. The navigation bar includes 'Apps', 'Customers App', and 'Individuals'. The left sidebar lists various account management options, with 'Education' highlighted. The main content area shows the 'Education Credits' section, which includes a table of existing credits and a button to 'Add New Education Credit' (highlighted with an orange circle). The table has columns for Type, Description, Number of Credits, Earned On, Status, Self Reported, Document, and Edit. A single record is shown with a status of 'APPROVED ON 9/9/2025'.

Type	Description	Number of Credits	Earned On	Status	Self Reported	Document	Edit
Continuing Education Units	Finishing Ornamental Metals (online course)	1.00	9/9/2025	APPROVED ON 9/9/2025	No		View

6 Select the "Continuing Education Units" option.

The screenshot shows the 'Add Education Credit' form. The 'Education Credit Type' field is set to 'Continuing Education Units' (highlighted with an orange circle). The 'Description' field is empty, and the 'Self Reported' checkbox is checked. The form includes a sidebar with navigation options like 'Education Credit Type', 'Description', and 'Self Reported'.

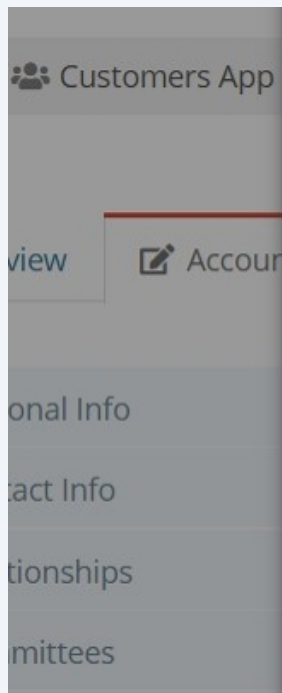
Add Education Credit

Education Credit Type: *
Continuing Education Units

Description: *

Self Reported:
☒

7 In Description, add title of session or brief description if no title is available.



- Session title
- Instructor name
- Name of organization providing training

Questions about this process? Please contact Sara Surprenant 6670 or sara@americanfenceassociation.com.

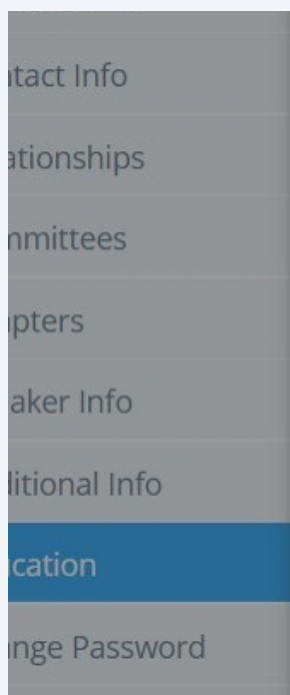
Description: *

Self Reported:

☒

Number of Credits Earned: *

8 Enter number of credits earned. (1 credit per clock hour)



Self Reported:

☒

Number of Credits Earned: *

Credit Earned On: *



Provider:

9 Enter date of session.

Relationships

Students

Users

Profile Info

Personal Info

Session

Password

For Directory Contact


Activities

☒

Number of Credits Earned: *

5

Credit Earned On: *



Provider:

Organization


State/Province:

State/Province



10 Enter the name of the organization providing/hosting the session. If the organization isn't listed, click the green plus sign to add the organization.

5

Credit Earned On: *

6/9/2023 

Provider:










Organization  

State/Province:

State/Province

Reference:

11

	Chapters
	Speaker Info
	Additional Info
	Education
	Change Password
	Member Directory Contact
	Opportunities
	Mailing Lists
	Email Providers

12

Info

Info

ships

es

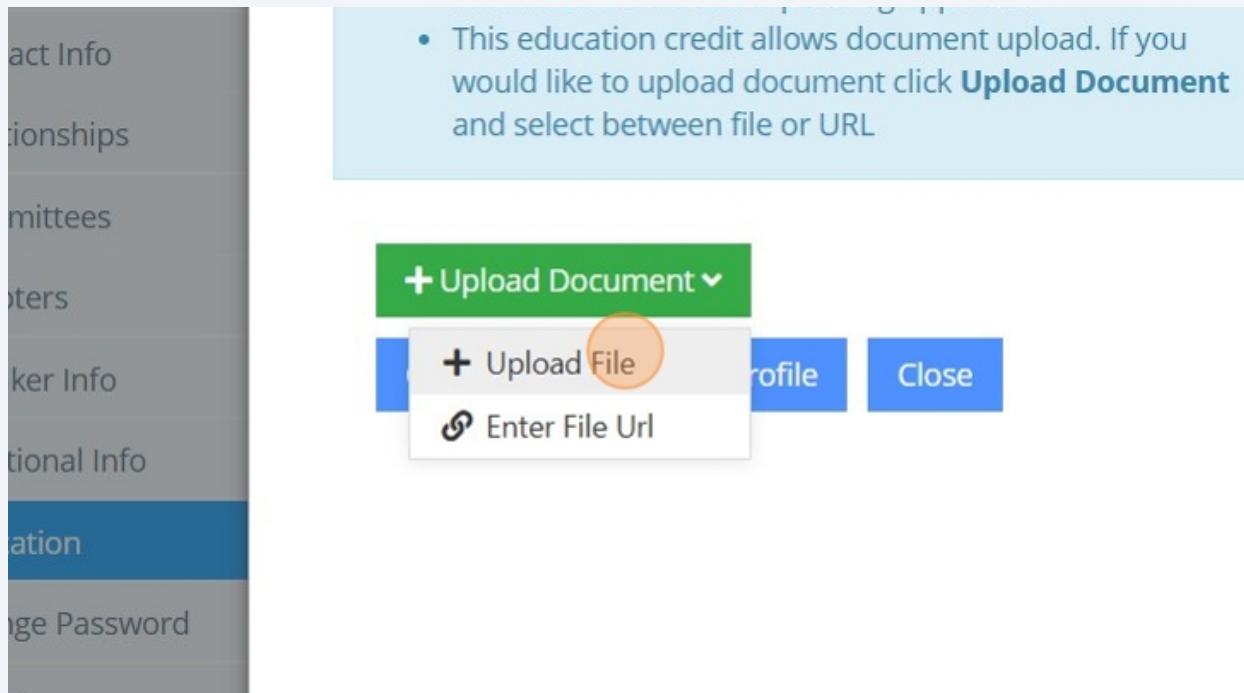
Info

Info

Info

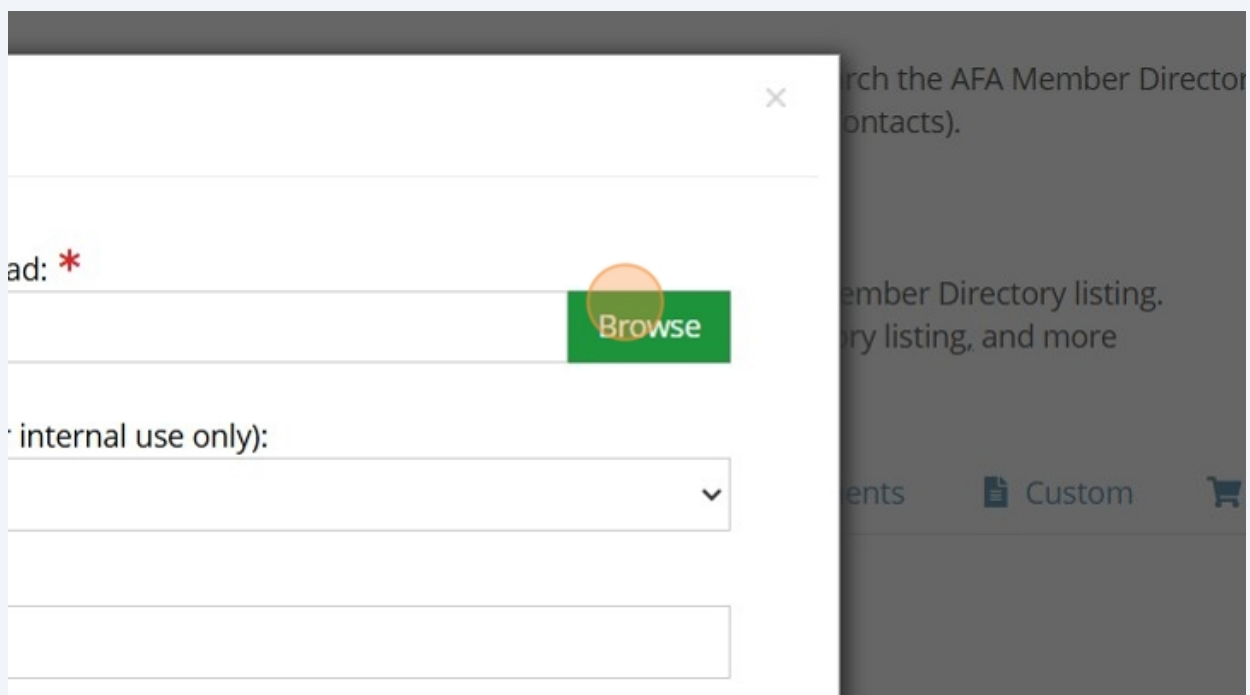
13 Click "Upload File"

This education credit allows document upload. If you would like to upload document click **Upload Document** and select between file or URL



The screenshot shows a sidebar on the left with menu items: 'act Info', 'ionships', 'mittees', 'oters', 'ker Info', 'tional Info', 'ation' (highlighted), and 'ge Password'. The main content area features a green button labeled '+ Upload Document' with a dropdown arrow. The dropdown menu is open, showing three options: '+ Upload File' (highlighted with an orange circle), 'Enter File Url' (with a link icon), and a 'profile' button. A blue 'Close' button is also visible.

14 Click "Browse" to select and attach your proof of attendance.



The screenshot shows a form with several input fields. The first field is labeled 'ad: *'. Below it is a green 'Browse' button, which is highlighted with an orange circle. Further down, there is a field labeled 'internal use only):' followed by a dropdown menu. The background of the form is a dark grey sidebar with text: 'rch the AFA Member Director contacts).', 'ember Directory listing.', 'ry listing, and more', and 'ents Custom'.

- 15 In the description field, enter a brief title (e.g., "[Course Name] Certificate").

Document type:

Document type

Description: *

AFA Certification Process

Maximum upload size is 5 MB
Allowed file extensions : txt, doc, docx, pdf, xls, xlsx, csv, dxf, dwg, ppt, pptx, css, js, eot, ttf, svg, woff, ico, epub, xlsx, mobi, twbx

- 16 Click "Upload File"

CEU Certificate

15 / 250

Maximum upload size is 5 MB
Allowed file extensions : txt, doc, docx, pdf, xls, xlsx, csv, css, js, eot, ttf, svg, woff, ico, epub, xlsx, mobi, twbx

Upload File Close

- 17 On the next screen, click "Close" to finalize your entry.


would like to upload document click **Upload Document** and select between file or URL

+ Upload Document ▼

Go to Education Credit Profile

Close

- 18 Staff will review and approve your submitted credits. You do NOT need to wait for staff to approve to submit them with a renewal application.

 Questions on this process? Contact Sara Surprenant - sara@americanfenceassociation.com or 314-561-6670.