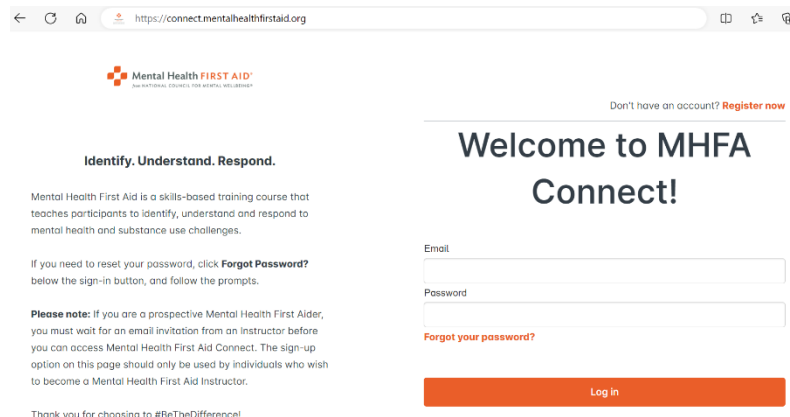


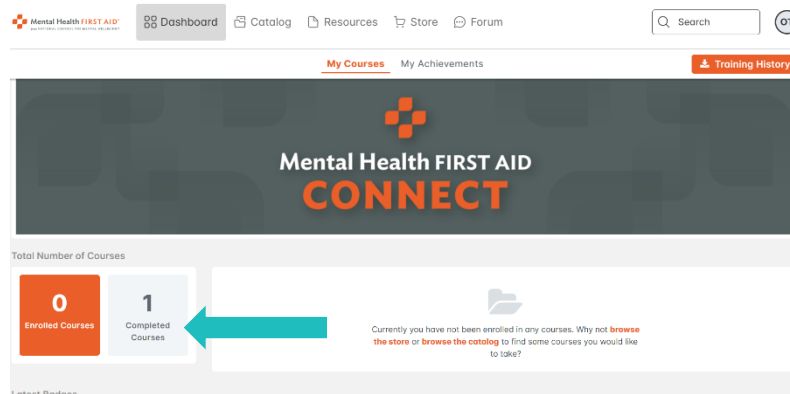
## HOW TO SUBMIT YOUR MENTAL HEALTH FIRST AID CERTIFICATE

1. Go to <https://connect.mentalhealthfirstaid.org>  
\*If you have previously downloaded and saved your MHFA Certificate, then you can skip to Step 6.
2. Enter your email and password. Then, click "Log In."  
\*If it has been awhile since you have logged in, you may be prompted to change your password.



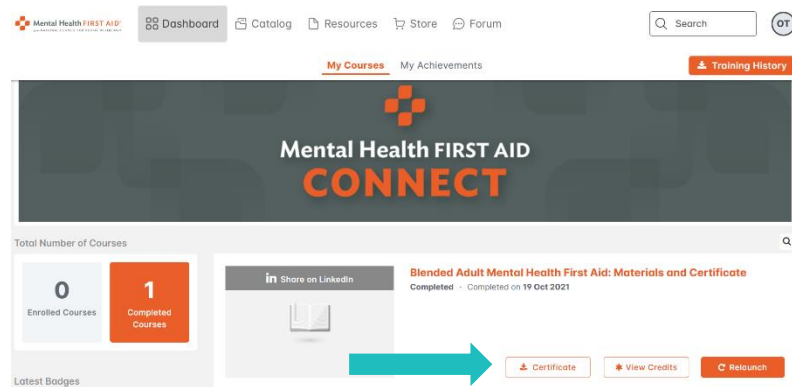
The screenshot shows the login page for Mental Health First Aid Connect. The URL in the browser is https://connect.mentalhealthfirstaid.org. The page features the MHFA logo and a navigation menu with options like Dashboard, Catalog, Resources, Store, and Forum. The main heading is "Welcome to MHFA Connect!". Below this, there are input fields for "Email" and "Password", a "Forgot your password?" link, and a prominent orange "Log In" button. A "Register now" link is also visible in the top right corner.

3. Your Dashboard will open up, then click on "Completed Courses."



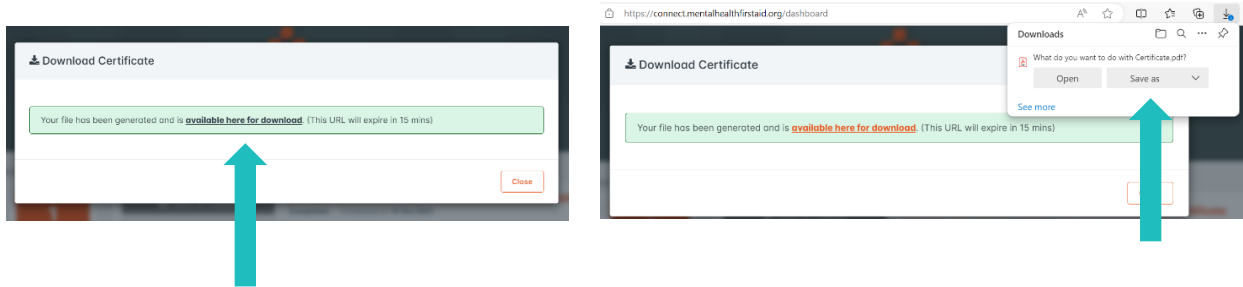
The screenshot shows the user's dashboard. At the top, there's a navigation bar with "Dashboard", "Catalog", "Resources", "Store", and "Forum". Below this, there are tabs for "My Courses", "My Achievements", and "Training History". The main content area features a large banner for "Mental Health FIRST AID CONNECT". Underneath, there's a section titled "Total Number of Courses" with two cards: "0 Enrolled Courses" and "1 Completed Courses". A blue arrow points to the "Completed Courses" card. To the right, there's a message: "Currently you have not been enrolled in any courses. Why not browse the store or browse the catalog to find some courses you would like to take?"

4. Your Adult Mental Health First Aid Class Materials and Certificate will be listed. Click on "Certificate" to download it.

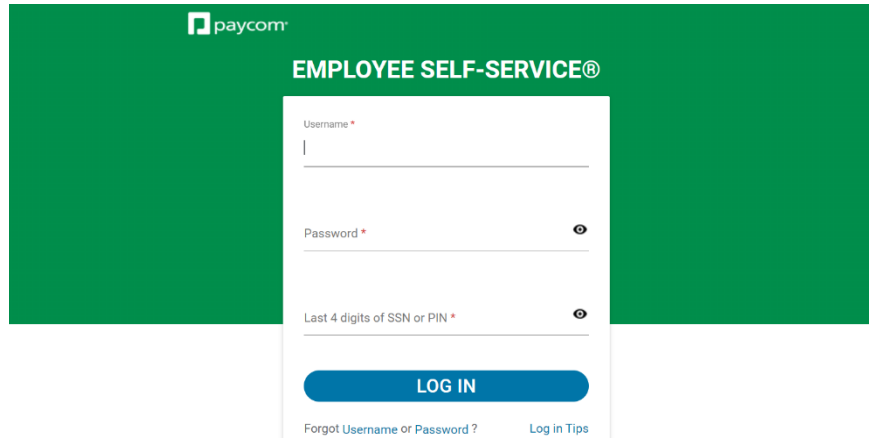


This screenshot shows the details for a completed course. The "Total Number of Courses" section now shows "0 Enrolled Courses" and "1 Completed Courses". A blue arrow points to the "Completed Courses" card. The main content area displays the course title "Blended Adult Mental Health First Aid: Materials and Certificate" with a status of "Completed" and a completion date of "19 Oct 2021". Below the course title, there are three buttons: "Certificate", "View Credits", and "Relaunch". A blue arrow points to the "Certificate" button.

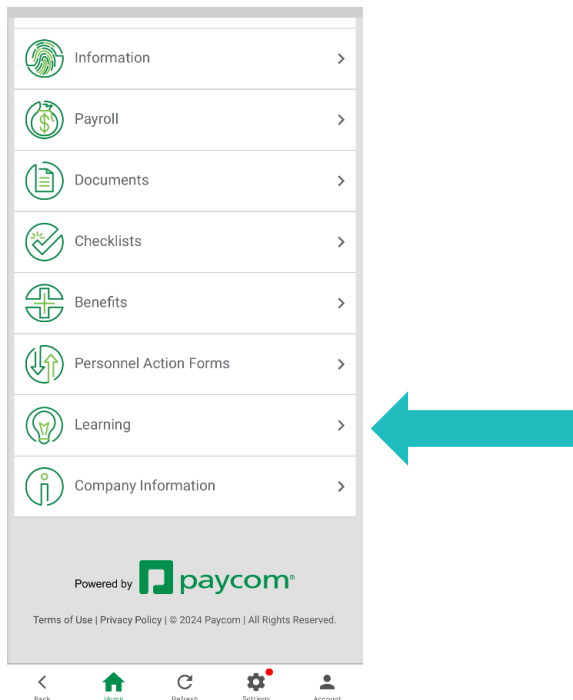
5. A pop-up will appear, click on "available here for download" and then save the PDF of your MHFA Certificate to your computer.



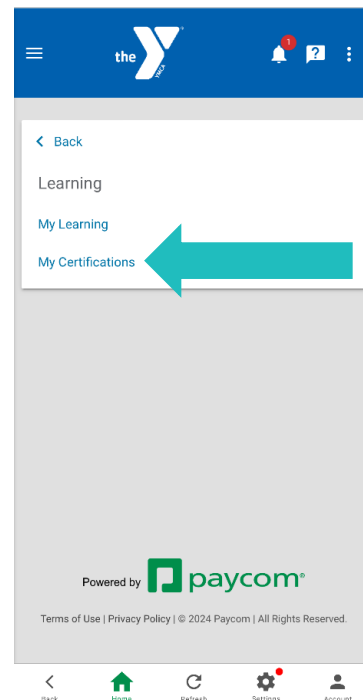
6. Go to [www.paycomonline.net](http://www.paycomonline.net) Click on **Login: Employee**  
Enter your username, password, and the last four digits of your Social Security number. Then, click "Log In."



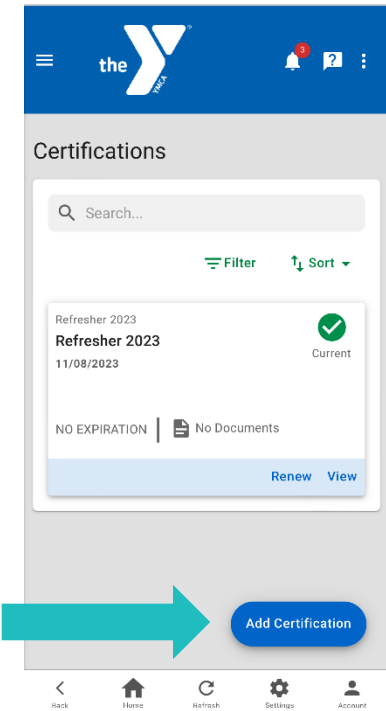
7. Next Click on **Learning**



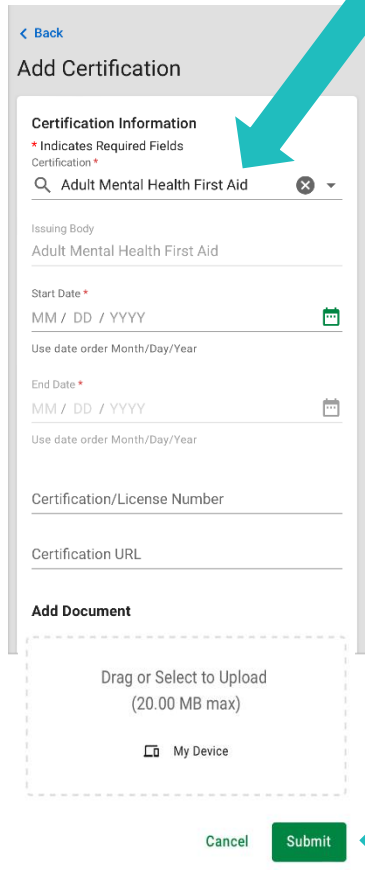
8. Then click on **My Certifications**



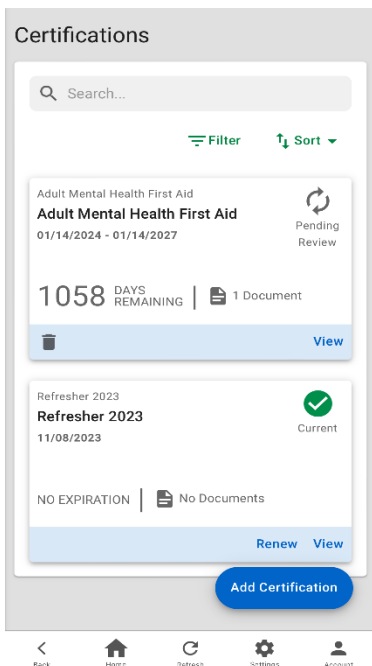
9. Click on **Add Certification**



10. For "Certification" select **Adult Mental Health First Aid**.



- Fill in the date from your Certificate as the "Start Date." The "End Date" will automatically fill.
- Certification/License Number and Certification URL can remain BLANK.
- Attach your MHFA Certificate. From a computer, this can be a PDF. From a phone, you may need to take a screen shot of the PDF to upload it as an image from the photo gallery on your phone.
- Click **Submit**



11. **Congrats!** You have submitted your Adult MHFA Certificate. A few things to note:

- It will say "Pending Review" until approved by one of our YMCA Paycom Administrators. Then once approved, it will say "Current."
- Your Adult MHFA Certification is valid for 3 years from the date listed on your certification. You will see how many "Days Remaining" until your Certificate is listed as "Expired."
- Instructions for Recertification will be coming soon. But if you have questions, please don't hesitate to email Dori at [dgorman@ymcamidtn.org](mailto:dgorman@ymcamidtn.org).