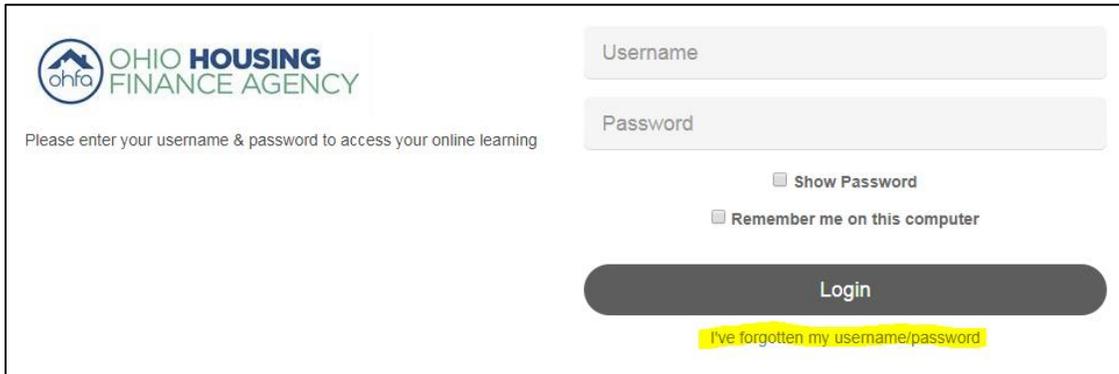
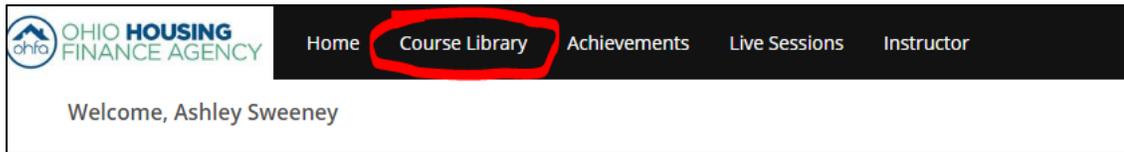


1. Login to your account at: <https://ohfacompliance Trainings.litmos.com>
Your username is your email address. If you cannot remember your password, click the “I’ve forgotten my username/password” link.



The login form features the OHFA logo on the left. Below the logo is the text: "Please enter your username & password to access your online learning". On the right side, there are two input fields: "Username" and "Password". Below the "Password" field are two checkboxes: "Show Password" and "Remember me on this computer". A large "Login" button is centered below the checkboxes. At the bottom right, there is a link that says "I've forgotten my username/password".

2. Once you login, click “**Course Library**” on the ribbon tab at the top.



3. Go to the name of the training, in this example: “**OHFA Policies and Regulations Training**”



4. Click the “**Achievements**” link



5. Click the “Download Certificate” link

OHFA Policies and Regulations Training Achieved on 04/16/2019 Compliant Until 04/16/2021 [Download certificate](#)

6. Click the PDF link at the bottom of the page. Print or save your certificate.

