

# Certification PIN Number FAQ's

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## What is a PIN number?

Your PPAI Certification PIN number is a six-digit number that PPAI automatically assigns you when you are registered as a PPAI member and/or registered in UPIC. This number is different from your six-digit PPAI Member number. Whereas your PPAI Member number is specific to your company, the PPAI Certification PIN number is connected to your record and remains the same regardless of which company you are working for.

The PPAI Certification PIN number is used to track all of your education credits, so it's important that when you attend a PPAI educational event (Expo, webinar, WLC, Regional Association session, etc.) you include your PIN number on all sign-in sheets to ensure you receive proper credit for the event.

## How do I find my PIN Number?

Your PPAI Certification PIN number is located on the "My Account" page of [www.ppai.org](http://www.ppai.org). Follow the instructions below to access your PIN number:

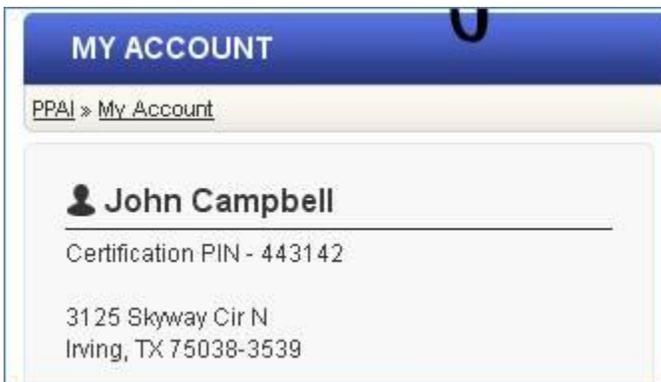
1. Navigate to [www.ppai.org](http://www.ppai.org).
2. Click on the "**Member Login**" link located in the upper right-hand corner of the screen.  
*(Click on the link even if you are not a PPAI member, as this info is tied to your UPIC account and not your PPAI membership.)*
3. Enter your UPIC email address and Password and select "**Login**".



The image shows a login form for PPAI. At the top, the PPAI logo is displayed with the tagline "The Mark of a Professional". Below the logo is a white rounded rectangle containing two input fields: "UPIC Email" and "Password". Under the "UPIC Email" field is a "Remember Me" checkbox. To the right of the "Password" field is a blue "Login" button. At the bottom of the form, there are two links: "Forgot your password?" and "Register on UPIC.org".

*(If you don't know your password, click the "**Forgot Your Password?**" link and a new password will be sent to the UPIC email address on file.)*

4. Your PPAI Certification PIN number will be displayed below your name:



The image shows a screenshot of the "MY ACCOUNT" page. The page has a blue header with the text "MY ACCOUNT". Below the header is a breadcrumb trail: "PPAI » My Account". The main content area features a user profile for "John Campbell" with a person icon. Below the name, the "Certification PIN - 443142" is displayed. At the bottom, the address "3125 Skyway Cir N, Irving, TX 75038-3539" is shown.

## What if I don't have an individual UPIC account set-up?

If you do not currently have an individual UPIC account, follow the directions below to obtain an account (and your PPAI Certification PIN number):

1. Navigate to [www.upic.org](http://www.upic.org).
2. Click on the "**Not Registered With UPIC?**" link.

Email

Password

[Forgot Your Password?](#)

Remember Email

[Help](#)

[Not Registered With UPIC?](#)

**CLICK HERE TO SIGN UP NOW**

3. Click **“Next Step.”**
4. Enter your Company Name in the **“Company Name”** field (or Company UPIC if you know it.)
5. Click **“Search.”**
6. Click on your Company from the list.
7. Click **“Add an Individual for this company.”**

employees by clicking on 'Add an individual for this company'.

8. Enter your information in the following fields:
  - a. First Name
  - b. Last Name
  - c. Role (drop down list)
  - d. Email address
9. Click **“Next Step.”**
10. If all the information is correct, click **“Complete.”**

11. Once your account is approved by your company administrator, you will receive an email confirmation of your account from UPIC. You will now be ready to follow the directions to log into [www.ppai.org](http://www.ppai.org) and view your PIN number.

## What if I'm still having trouble logging into the website?

If you continue to experience issues logging into [www.ppai.org](http://www.ppai.org) to view your PIN number or transcript, please contact us at [certification@ppai.org](mailto:certification@ppai.org).