



MERGE ACCOUNTS MANUAL

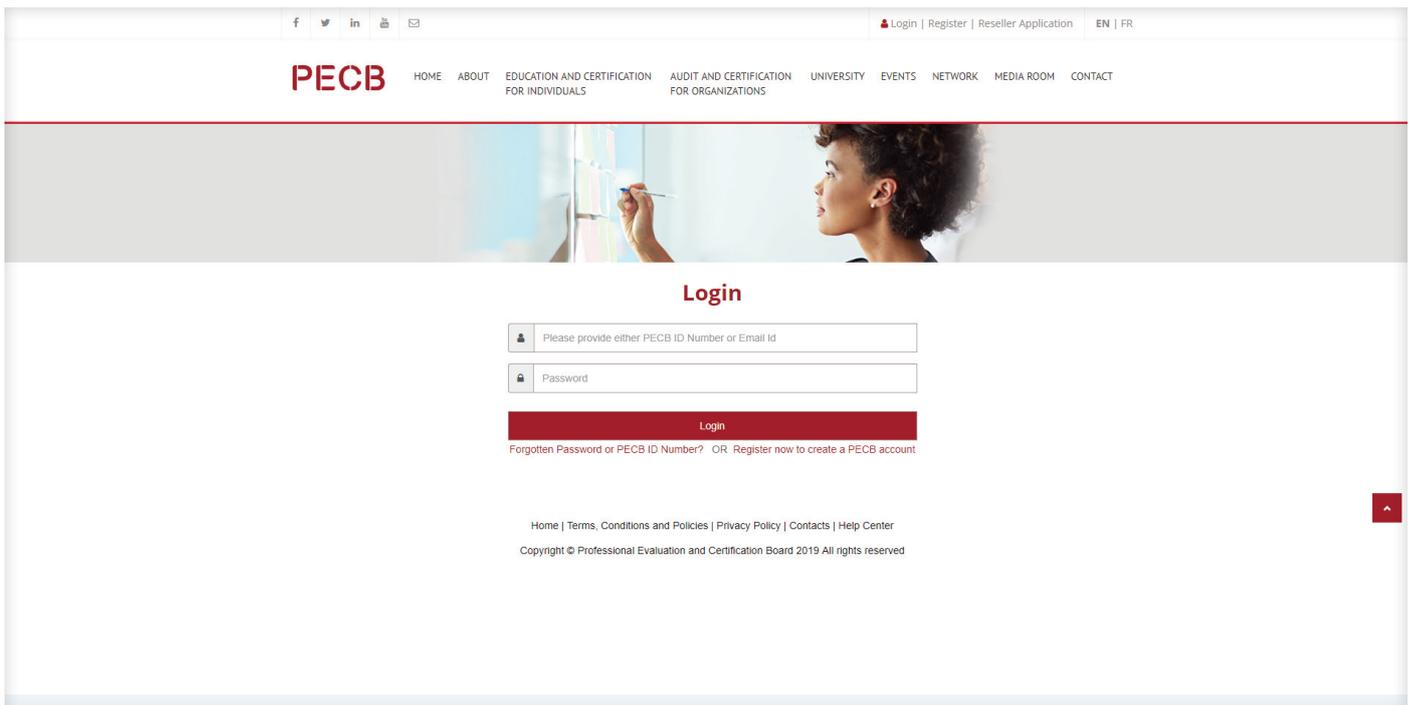
Our system is based on multiple user account. Trainers with an existing Trainer account and an existing (Member) account can now merge these two accounts into one.

Trainers will benefit from merging the accounts by centralizing their business in our system into one account, and also disassociating one of the email addresses registered in our system.

Visit the PECB website (www.pecb.com) and click on the **Login** tab.

To merge your Trainer account with your (Member) account, please follow the steps below:

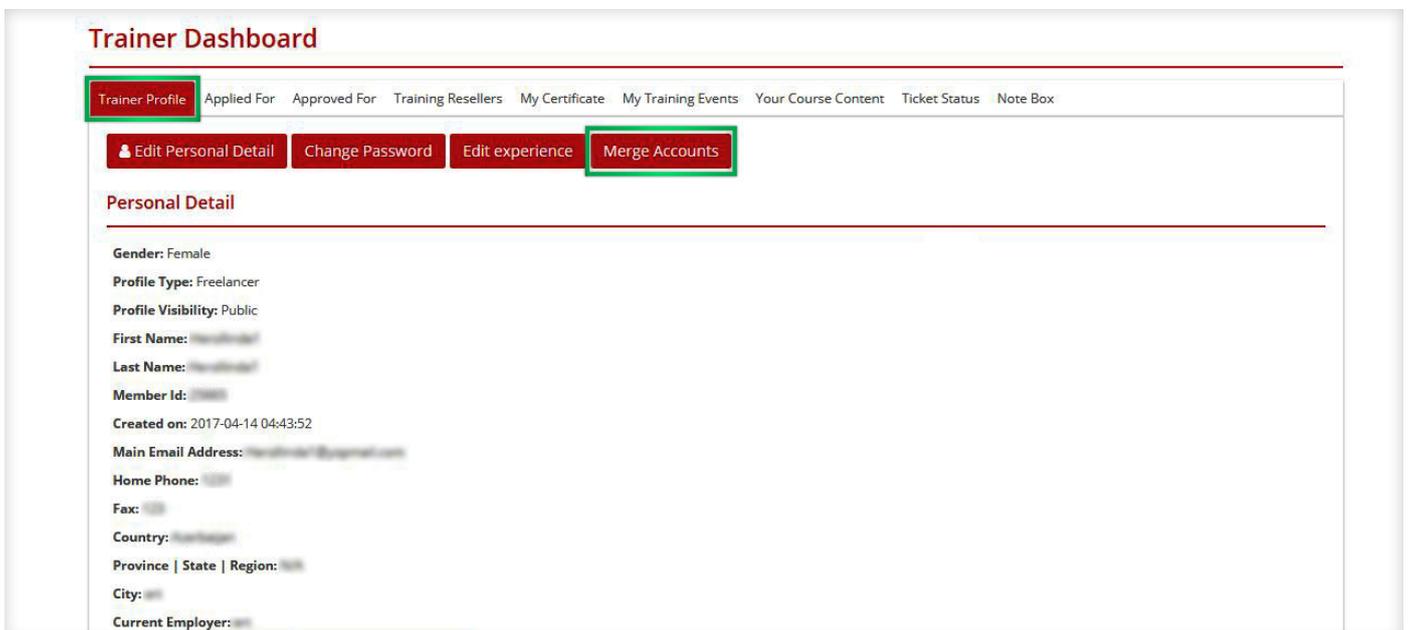
1. Login at your Trainer Dashboard



The screenshot shows the PECB website's login page. At the top, there are social media icons (Facebook, Twitter, LinkedIn, YouTube) and a language selector (EN | FR). The main navigation menu includes: HOME, ABOUT, EDUCATION AND CERTIFICATION FOR INDIVIDUALS, AUDIT AND CERTIFICATION FOR ORGANIZATIONS, UNIVERSITY, EVENTS, NETWORK, MEDIA ROOM, and CONTACT. The page features a large banner image of a woman writing on a whiteboard. Below the banner, the word "Login" is centered. There are two input fields: "Please provide either PECB ID Number or Email id" and "Password". A red "Login" button is positioned below the fields. Below the button, there is a link: "Forgotten Password or PECB ID Number? OR Register now to create a PECB account". At the bottom of the page, there is a footer with links: "Home | Terms, Conditions and Policies | Privacy Policy | Contacts | Help Center" and a copyright notice: "Copyright © Professional Evaluation and Certification Board 2019 All rights reserved".

2. Click the **Trainer Profile** tab

3. Click the **Merge Accounts** button



The screenshot shows the Trainer Dashboard. At the top, there is a navigation bar with the following tabs: **Trainer Profile**, Applied For, Approved For, Training Resellers, My Certificate, My Training Events, Your Course Content, Ticket Status, and Note Box. Below the navigation bar, there are four buttons: "Edit Personal Detail", "Change Password", "Edit experience", and "Merge Accounts". The "Merge Accounts" button is highlighted with a red border. Below the buttons, there is a section titled "Personal Detail" with the following information: Gender: Female, Profile Type: Freelancer, Profile Visibility: Public, First Name: [redacted], Last Name: [redacted], Member Id: [redacted], Created on: 2017-04-14 04:43:52, Main Email Address: [redacted], Home Phone: [redacted], Fax: [redacted], Country: [redacted], Province | State | Region: [redacted], City: [redacted], and Current Employer: [redacted].

4. Provide your (Member) account ID or the associated **Email Address**
5. Type in the **Verification Code**
6. Click the **Submit** button

Merge your accounts

[Go back](#)

Use this form to merge your existing PECB account with your PECB Trainer account.

By clicking on the Submit button, a confirmation link will be sent to the email address that is associated with your PECB Account.

Note: A PECB account cannot be merged with a PECB Reseller account.

PECB Account

Verification Code

Maolew

[Get a new code](#)

Once you fill in the form, a confirmation link will be sent at the email address associated with your (Member) account.

Merge Account Confirmation
From: PECB <helpdesk@pecb.com>
Date: 2018-10-09 14:32
[-- Show pictures. --](#)

[Click here to view this message in your inbox](#)

Dear PECB,

You have requested to merge your Trainer Account with your PECB Account. In order to complete this process you need to confirm by clicking on the confirmation link below:

http://www.pecb.com/en/trainer/merge_confirm?token=UEVDQjE3MDU5NjEYmJQ%3D

Thank you.

PECB Team

IMPORTANT NOTE: Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions please go to <https://www.pecb.com/customer>. You may also leave a voicemail at +1-844-1 AM PECB (+1-844-426-7322)

By opening the confirmation link you will be able to select which email address you would like to remain associated with your merged account.

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Merge Confirmation

Merging your PECB Trainer account with your PECB account, will set one of the email address associated with your accounts free. Please select below, which email address that should remain associated with your PECB account.

Choose main email:

12345@mail.com

trainer_test_12345@mail.com

Confirm

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Note that the selected email address will be your new username at your merged PECB account. The other email address will no longer be registered in our system. Additionally, the ID number associated with the selected email address will be the new ID number of your merged PECB account.

Once the accounts are merged, the account switcher will become available in your PECB account. To switch from your Trainer profile to your Member profile, please use the profile switch button available at the top-bar of your Dashboard.

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Trainer Dashboard

Trainer Profile Applied For Approved For Training Resellers My Certificate My Training Events Your Course Content Ticket Status Note Box

Edit Personal Detail Change Password Edit experience

Personal Detail

Gender: Female

Profile Type: Private

Profile Visibility: Public

First Name: test

Last Name: [redacted]

Member Id: [redacted]

Created on: [redacted]



If you need further assistance, please contact
the PECB Customer Service at
customer@pecb.com or drop a service
Ticket at our [Help Center](#)

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