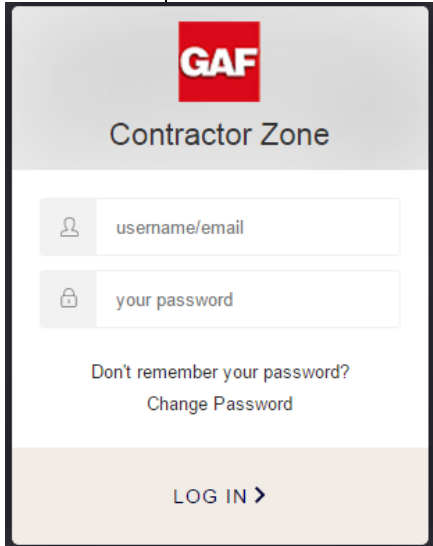




CARE Training Records



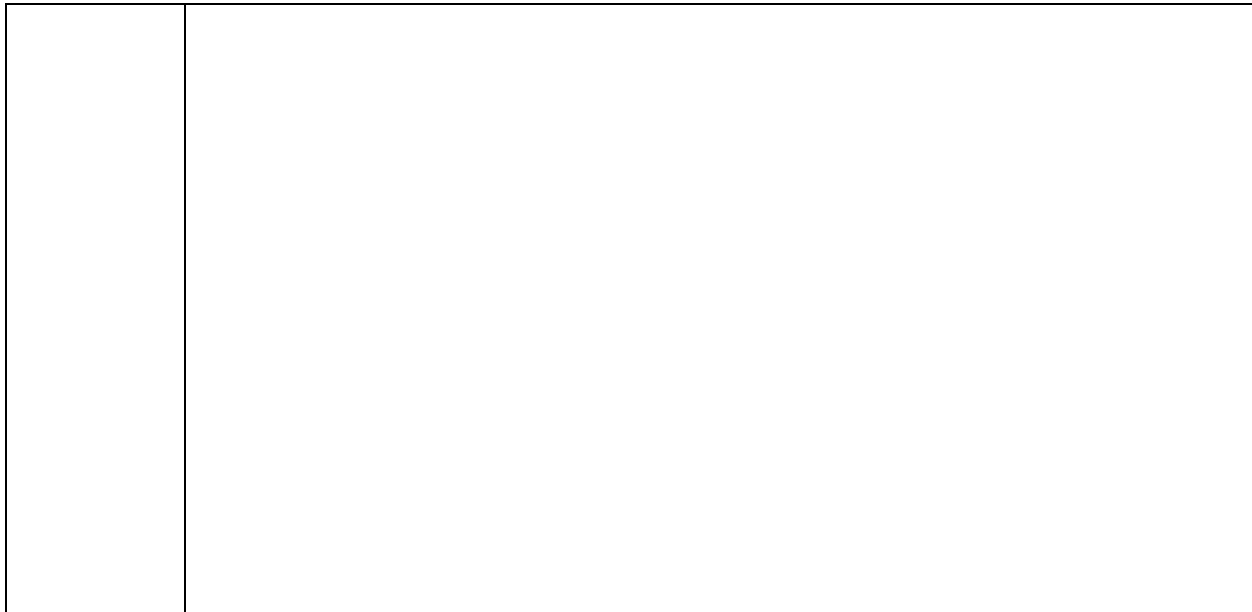
About the Portal	The Portal lets you view your list of completed classes and, upon completion of a class, print your completion certificate.
Access the Portal	<p>You may access the Portal in one of three ways:</p> <ol style="list-style-type: none"> 1. Email – from an email invitation you receive from GAF 2. gaf.com – there is a link on the CARE webpage (http://www.gaf.com/CARE) 3. GAF’s Certified Contractor Zone (CCZ) – (https://ccz.gaf.com) and select <i>CARE: CARE Training Records</i> from the menu
Initial Access from Email	<p>You will get initial access to CARE Training Records via the invitation email from GAF (example below):</p> <p>Congratulations on your recent completion of a GAF-CARE training activity! As a result, we have provided you with access to your GAF-CARE Training Records.</p> <p>You can now print transcripts of CARE training sessions you have completed as well as the individual certificates you have earned by doing the following:</p> <ul style="list-style-type: none"> • <u>Existing CCZ Users</u> - Click here to access your GAF-CARE Training Records. Click on the link and login to the app using your email address and password from the Certified Contractor Zone. • <u>New Users</u> - Click here to setup your user profile and access GAF-CARE Training Records. You will be prompted to setup a new password which you will use to log into the app.



For Questions or Log in Help – call Certified Contractor Services at 888-532-5767, Option 2 (then 1), Monday -Friday, 7:30 AM – 6:00 PM EST or email: ccp@gaf.com



CARE Training Records



Portal Home Page Example

English

Welcome Yilber | Logout
Member Id: 2708
Email: yyyy@gafest.com
Update CARE Profile

CARE In Person Training Shown are Training Credits 01/01/2016 -06/28/2016

Class/Event	Date	Credits	Certificate
Take It To The Next Level Expo	04/14/2016	4	Certificate

Contact Us Print Transcript
Print Card
CARE Training Program

2016 GAF Materials Corporation All Rights Reserved. Terms and Conditions
Visit GAF.com

Print Class Completion Certificate

1. Click the certificate link to view the certificate. The certificate opens in .pdf format.

Class/Event	Date	Credits	Certificate
Shingle Systems and the most common mistakes	04/02/2015	1	certificate

2. Print using your browser's print command Print... Ctrl+P.

For Questions or Log in Help – call Certified Contractor Services at 888-532-5767, Option 2 (then 1),
Monday -Friday, 7:30 AM – 6:00 PM EST or email: ccp@gaf.com



CARE Training Records



Print List of Completed Courses (transcript)

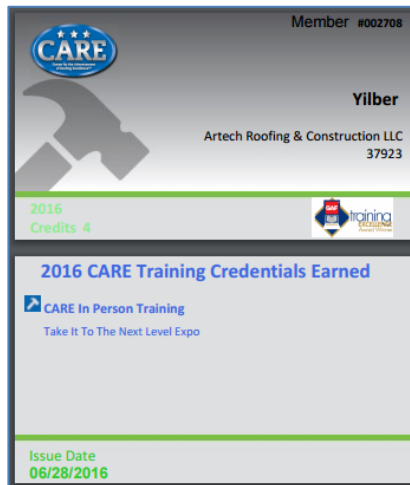
1. Click the [Print Transcript](#) link in the lower right corner of the Portal home page.
2. Your list of completed courses (transcript) displays.



3. Print using your browser's print command [Print...](#) **Ctrl+P** ..

Print CARE Card

3. Click the [Print Card](#) link to view the CARE card. The card opens in .pdf format and has two or more pages.



4. Print using your browser's print command [Print...](#) **Ctrl+P** ..

Update Your Information

You may change your profile information at any time.

1. Click the [Update Care Profile](#) link in the upper right corner of the Portal home page.
2. Enter your changes. (If you are changing your email address, please see the section below.)

For Questions or Log in Help – call Certified Contractor Services at 888-532-5767, Option 2 (then 1), Monday -Friday, 7:30 AM – 6:00 PM EST or email: ccp@gaf.com



CARE Training Records



The screenshot shows a user profile page for 'Yilber'. The 'Change Personal Information' section includes fields for First Name (Yilber), Last Name, Street Address, City, State/Province, Zip Code (37923), Phone Number, and Company Name (Artech Roofing & Construction LLC). The 'Change email address' section includes fields for Current Email (yyyy@gafest.com), New Email, and Confirm Email. A note states: 'NOTE: By changing email, you will get a new userid and password to login. Your classes will not be lost. Please be aware that these changes only pertain to your CARE Profile. Your account data for Contractor Zone will not be changed.' There are 'SAVE' and 'CANCEL' buttons at the bottom right of the form area.

3. Click .
4. CARE displays a confirmation window.

The confirmation window displays the following details:

First Name:	Phi L
Last Name:	Kulp
Street Address:	10 South 3rd Street Suite 99999
City:	New City
State/Province:	NY
Zip Code:	999999
Phone Number:	555-555-9999
Company Name:	New Construction, Inc
New Email Address:	

At the bottom left of the window is a 'Save Changes' button.

5. Click .

For Questions or Log in Help – call Certified Contractor Services at 888-532-5767, Option 2 (then 1), Monday -Friday, 7:30 AM – 6:00 PM EST or email: ccp@gaf.com



CARE Training Records



Are You Changing Your Email Address?	<p>There are two special considerations if you are changing your email address.</p> <ol style="list-style-type: none">1. You will receive a new welcome email from GAF. You will need to set a new password to access the system. <div data-bbox="592 443 1214 632" style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"><p>NOTE: By changing email, you will get a new userid and password to login. Your classes will not be lost. Please be aware that these changes only pertain to your CARE Profile. Your account data for Contractor Zone will not be changed.</p></div> <ol style="list-style-type: none">2. It must be a new email address to GAF's CARE system. If the email address you are attempting to enter already exists in CARE, the system will not accept it. You will need to contact Certified Contractor Services (use the contact information at the bottom of this page) and the CCP Representative will make the change in the system.
Change Language	<p>You can change the language to Spanish or French. Select the language of your preference in the language drop down which is at the top of the page:</p> <div data-bbox="824 856 972 995" style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"><p>English ▾ English Español Français</p></div> <p>Your language preferences will be saved for the next time you log in to CARE.</p>