

Chartered Insurance Institute

Standards. Professionalism. Trust.

Membership: Downloading your membership certificate

Step by step guide | Member Series

How to download your membership certificates from your CII/PFS dashboard.

This guide explains how to download your membership certificate from your CII/PFS dashboard. You can also access your examination certificates by following the steps below.

1. Begin by launching your preferred internet browser on your device.

Note: For optimal performance, we recommend using Google Chrome.



2. To access the Chartered Insurance Institute (My CII) website go to, <u>www.ciigroup.org</u>.

← → C ⋒	OUP/UK Charter × +	rg	
			Chartered Insurance Institute Standards. Professionalis

To access the Personal Finance Society (My PFS) website go to, <u>www.thepfs.org</u>

Standards. Professionalism. Trust.

3. Once the webpage has loaded, click 'Login' on the top right-hand sided

÷ → C ⋒ ≒ ciigroup.org/en/				\$ D 🖬 🛓
	Chartered insurance institute standards. Professionation Trust	Mombership × Learning ×	Logn Senue Send county de Q Nows & incight Y Str	_
	Shaping the future We are a professional body dedicated to building pad in the instances and financial planning profession.	blic trust	Login	
	Join us Membership is open to anyone working in the insurance underwriting profession. Join us	Qualifications	MyCII	

4. If you haven't logged in to your dashboard before you will need to select 'Forgotten

			Login Sign up 🌎 Select country 🛗
	Chartered Insurance Institute Standard: Professionalism Trust.	Memt	Q bership Y Learning Y News & insight Y Shop About us Y
	Login or Sign-up		
	Email or pin		Please note: Following the transition to our new Customer
		-	Management System, you will be required to validate/update your contact details and employment status once you have logged in. This
			should only take a few minutes.
Forgot password or	no password		Existing member or customer?
	Forgotten password or no password		If you have an account with us please login and we'll redirect you to complete your purchase, renew your membership, or access other online services.
	Login Sign up		New to CII? If you have not registered with us before, please select the sign up button to create a new account, and we'll redirect you to complete your purchase, or access other online services.

password or no password' section at the bottom of the login screen. If you have an account set up, log in and then skip to point 7.

5. You should now see the screen below. Please enter and confirm your email address and click **'Submit'**. You will receive an email with a verification link. Click the link and follow the steps to set up a password.

Chartered Insurance Institute Wieldw Standards Professionalism Trust.				-	Q
*	Membership Y	Learning Y	News & insight Y	Shop	About us Y
Forgotten your passwo	rd?				
If you are a returning customer an password, simply enter your regis	id you have tered emai	forgotte I address	n your below.		
We will send and email to this address with your $\ensuremath{\text{PIN}}$ and a verification	on link back to our we	b site.			
Email address:"					
Confirm email:					
Submit					

6. Once you've set up a password, log in to the website using your PIN or email and password. Now you are logged in you should see the Member Dashboard.

	Welcome Mr Lee Child My Das	shboard Logout Select country 📅		
	Chartered Insutance Institute Standards Professionalism: Trust. Membership Y Learning Y N	Q Iews & insight × Shop About us ×		
Mr Lee Child 0033000172K	MyCII Dashboard			
Member Type: Associate level	Our new system requires you to validate/update your contact details and employment : your city in your address. If your membership details are not displaying, please click 'Bookings and results,' then	status upon login. This should only take a few minutes. Please ensure you enter 'My Dashboard' to display your membership.		
🖓 My Dashboard	in your membership occass are not unpreying, please click bookings and reasons, them my deamboard to unprey your membership.			
Hy Profile Edit Profile Communication preferences	No new notifications You do not currently have any notifications to show here.			
My Learning Bookings and results Request a learning statement Access RevisionMate Recognition of prior learning	RevisionMate Once enrolled in a Cli study course, you can access all your study support materials online via	Image: Control of the second secon		
My Membership Member status	Please select the button to access the site.			

Standards. Professionalism. Trust.

7. On the left-hand side of the screen there will be a menu to navigate the dashboard. On this menu you will need to locate and click the section called 'My Certificates'.

Member Type: Associate level	your city in your address.
	If your membership details are not displaying, please click 'Bookings and results,' then 'N
Сі му сії	IMPORTANT: If you would like to become a member, or renew a lapsed membership, plea
My Profile Edit Profile Communication preferences	No new notifications You do not currently have any notifications to show here.
My Learning Bookings and results Request a learning statement Access RevisionMate Recognition of prior learning	RevisionMate Once enrolled in a CII study course, you can access all your study support materials online via
My Membership Member status	Please select the button to access the site.
My Membership Card Manage my CPD Apply for SPS	RevisionMate »
FutureMe - Career development Perks - Member affinity benefits	Ĩ
My Certificates	FutureMe
Logout	CII Career development platform Visit FutureMe

8. Your certificate will load on the right-hand side of the screen. From here you will be able to see your membership or examination certificates.

To download your certificate, click the 'View certificate' link under the membership designation or qualification name.

My Certificates	
This page enables you to see listings of your qualification and membership certificates. If a digital version of these is enabled then you will be able to view, download and share If there is no digital certificate for an historic qualification on your dashboard then you should continue to use your original paper certificate as evidence of achievement.	these.
For more information about CII certificates please see the FAQs. Membership Certificates	
Dip CII View certificate	
Qualification Certificates	
CII Level 3 Certificate in Insurance Awarded: 04/12/2014 - <u>View certificate</u>	
CII Level 4 Diploma in Insurance Awarded: 07/10/2017 - <u>View certificate</u>	

9. This will open the certificate in a new browser. You can now download your certificate using the 'download' arrow which can be found in the top right if using chrome.

The download will appear in your downloaded in window explorer.



Standards. Professionalism. Trust.

Getting in touch with us

If you have any questions or issues regarding this process or your membership, please contact us on the details below.

Chartered Insurance Institute tel: +44 (0)20 8989 8464 customer.serv@cii.co.uk ciigroup.org

Chartered Insurance Institute @CIIGroup



© The Chartered Insurance Institute 2024

Personal Finance Society tel: +44 (0)20 8530 0852 customer.serv@thepfs.org thepfs.org

Personal Finance Society @pfsconf



THE CHARTERED INSURANCE INSTITUTE, CII and the CII logo are registered trademarks of The Chartered Insurance Institute