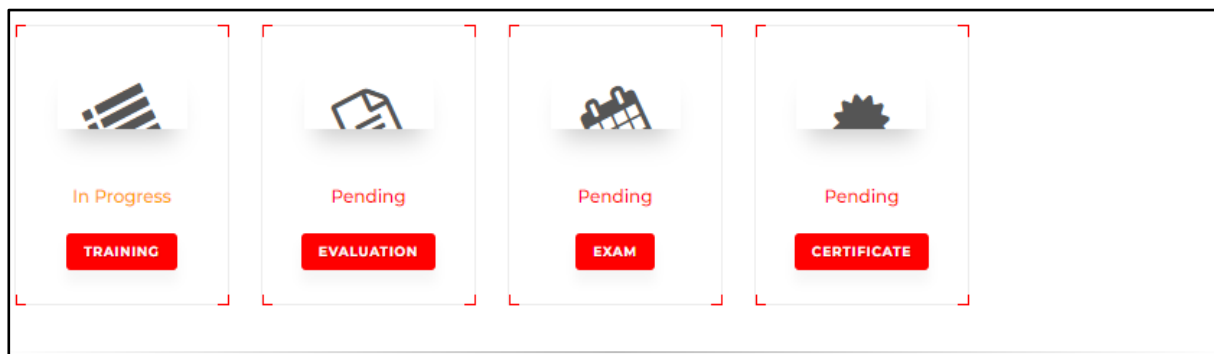# Instructions for completing your Evaluation, Downloading yourCertification of Attendance, and accessing your Exam Voucher

Step 1: Visit https://aspen.eccouncil.org.

Step 2: Login using your Username and Password.

Step 3: Once successfully logged in, click the **Evaluation** button listed under **My Courses**.

Step 4: Click **"SUMBIT EVALUATION"**

Step 5: Click **"DOWNLOAD CERTIFICATION OF ATTENDANCE"** to download your COA

Step 6: You will receive an email with your exam voucher code at your registered email id fromaspen@eccouncil.org. Follow the instructions attached to proceed with your exam.

Note:

- ✓ *An authorized **EC-Council Proctor** is required to help you unlock your exam*
- ✓ *The Exam voucher is valid for **one year** from date of receipt.*

Support:

You will find detailed instructions with screenshots at https://aspen.eccouncil.org/Home/Helpdeskto access all services available to you in the Aspen portal including your evaluation, certificate of attendance, exam score transcript and certification as well as your continuing education scheme if applicable.

Should you have any questions, please write to us at aspensupport@eccouncil.org.