

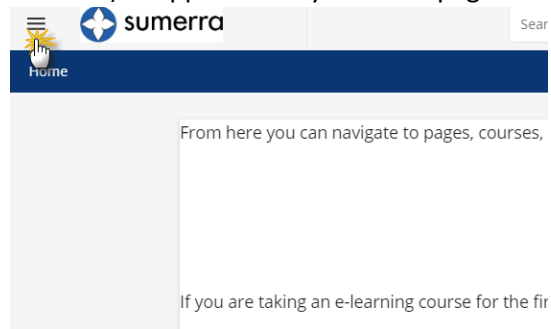
## Appendix A: Process for Renewal of SAC Approvals on Sumerra Training and Education Platform (STEP)

**WARNING!** Failure to follow this process may require you to re-do the process to ensure your renewal is properly logged.

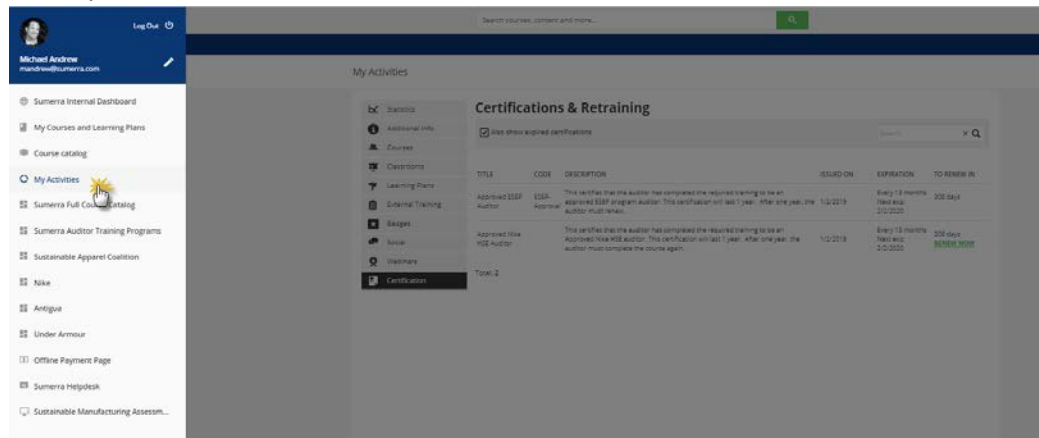
### Viewing Your Approvals

In order to view your current approvals, please follow these steps.

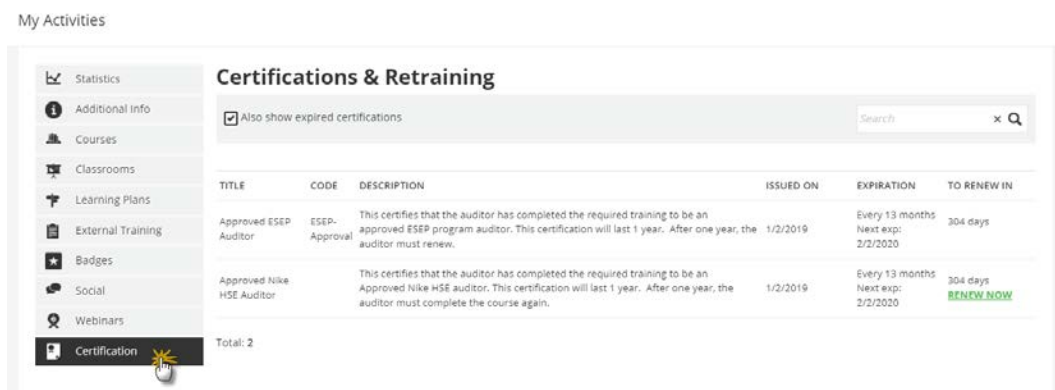
1. Log in to your STEP account
2. Click the menu button (three lines) in upper left of your main page



3. Click the My Activities

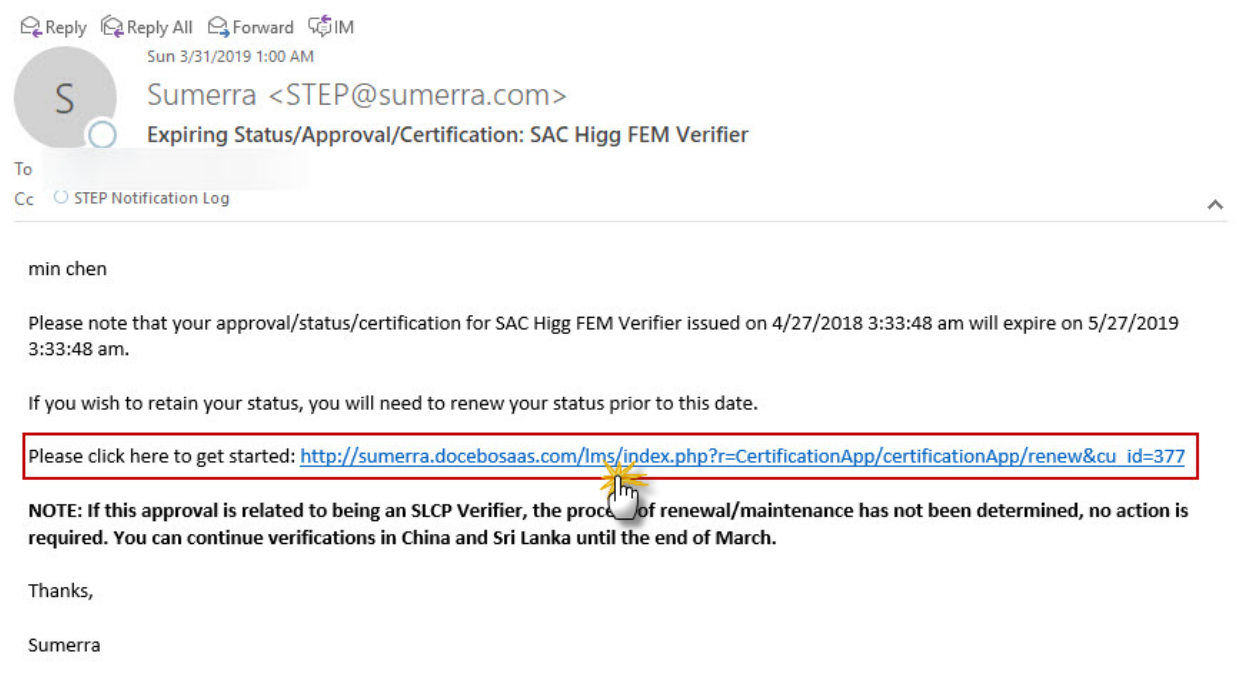


4. Click Certifications, and you will be able to view all of your approvals

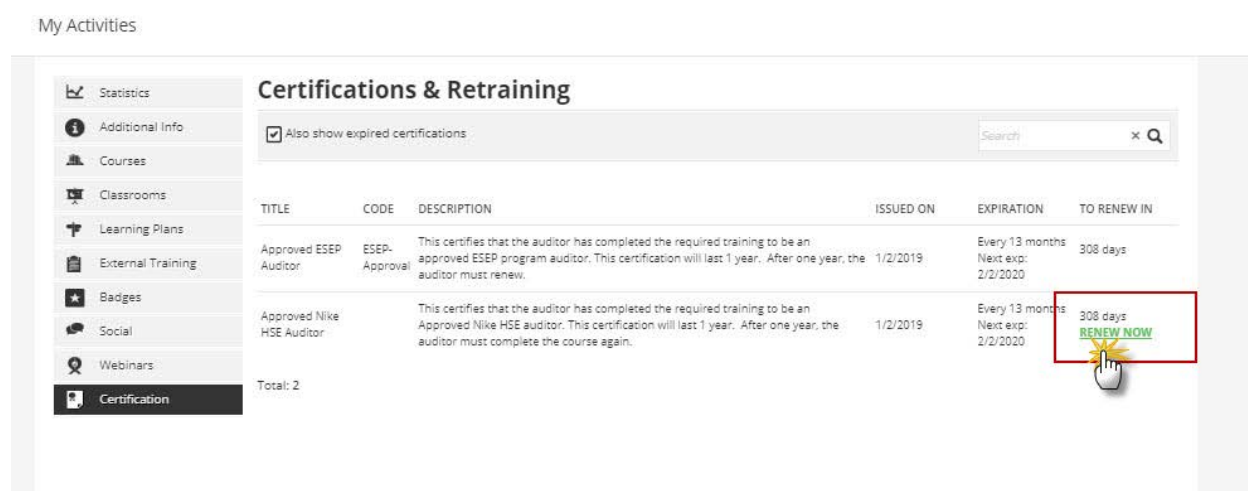


## Basic Procedures for Renewal

The process of approval (called Certifications on the STEP site) is the same for all approvals in the Sumerra systems. All approved providers should receive a notification email three months and 1 month prior to expiration. One way to renew is to click the link provided in the email (NOTE: You must be logged into STEP first).



Alternatively, you can click the 'Renew' button found on your approval list

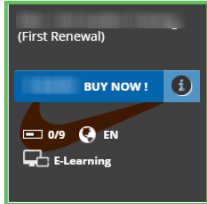


Clicking the email link or Renew Now link will both take you to a list of 'courses' that can be completed to complete your renewal. Click the Buy Now button and complete the enrollment (if you are renewing a specialty such as **Chemical Specialist Verifier** and **Trainer with Verification Specialty** see the section below).

Renew your certification

#### Certifications & Retraining

**! Your certification** [redacted] **s going to expire at 2/2/2020 3:13:50 pm.**  
Please subscribe and complete one of the following courses or learning plans in order to renew it.  
Selecting an item you've already used to obtain this certification in the past, will result in a complete tracking data reset for that item!



Alternatively, you can submit a new external activity valid for this certification. Upon upload it will be evaluated for approval

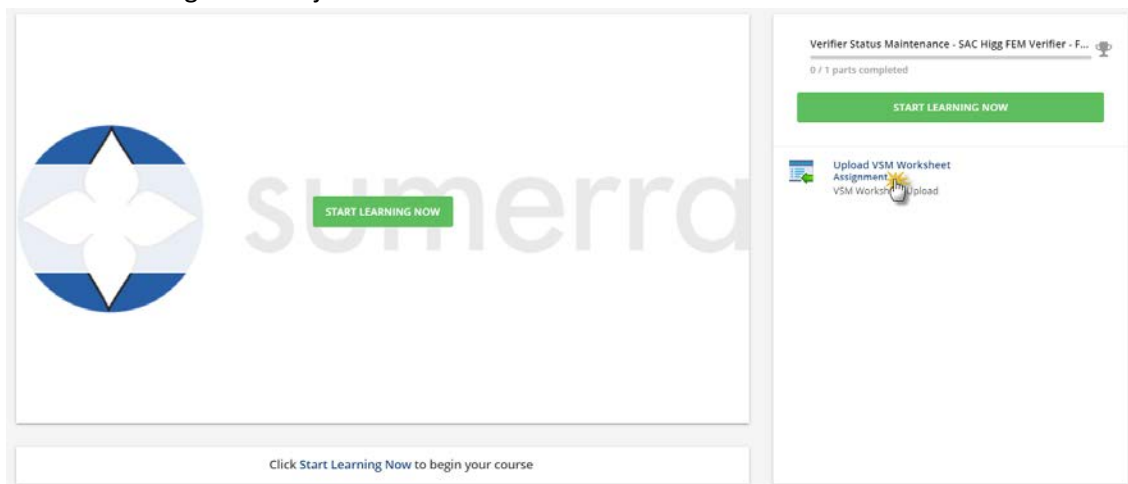
[GO TO MY EXTERNAL ACTIVITIES](#)

**NOTE:** If you plan to pay via Wire Payment, you will need to first obtain a Coupon Code to use for payment. Contact Sumerra at [SAC@sumerra.com](mailto:SAC@sumerra.com) and request an invoice. Upon payment, you will be provided a coupon code that can be used for course payment.

## Submitting Your Worksheet


Submitting your worksheet is easy.

1. Click on the assignment object




2. Drop your worksheet file / or click to upload

**Instructions**  
Complete the VSM Worksheet and upload for review by Sumerra. A copy of the worksheet (excel) is provided in the File Repository along with the supporting SOP.




Drop your file here or browse



Record your screen. [Start Recording](#)


Alternatively,  
you can submit a YouTube/Vimeo video link

Paste your link here 


### 3. Fill in your name and submit

**Instructions**  
Complete the VSM Worksheet and upload for review by Sumerra. A copy of the worksheet (excel) is provided in the File Repository along with the supporting SOP.


You are submitting 1 items

 SustainableApparelCoalitionHig (2).csv ×

**Name \***

Michael Andrew 

Description/Comments

[SUBMIT MY ASSIGNMENT](#) 

## Specialties

Please note that for renewal of specialties (i.e. **Chemical Specialist Verifier** and **Trainer with Verification Specialty**), when clicking the Renew link, you will be informed that you have been placed in a Waitlist. Although you need to click the Renew link, your approval will be handled in the main category (i.e. **General Verifier** and **Training Provider**). Once your worksheet has been approved in the main category, you will automatically be granted completion of the specialty. No other steps are needed.