

Instructions to add or update your PHR/SPHR certification to your OSR and OMPF

1. Login to the Acclaim website: <https://www.youracclaim.com>
2. Click on your GPHR, SPHR, or PHR badge.
3. Click the “Share” button.
4. There will be multiple options to include email, Facebook, LinkedIn, etc. The last option is “Print” with an icon of a printer. Click “Print”.
5. Click “Download PDF”.
6. Save the PDF to your desktop.
7. Email the PDF to your detailer.