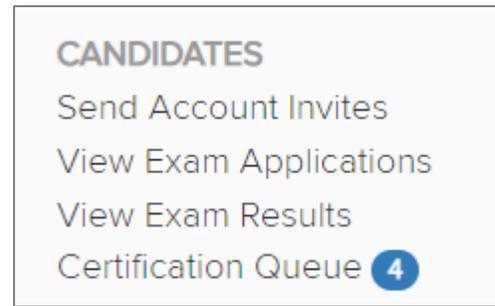


Step 1: Log into your administrative account at [NHANOW.com](https://nhanow.com)



Step 2: Locate the **Candidates** section in your left-hand navigation and select the **Certification Queue**



- Total certifications “Queued” for Institution Release should be visible

Step 3: Candidate names, certification types, exam dates, and queue expiration dates are visible from this page

First Name	Last Name	Email	Exam Type	Exam Date	Expiration Date	Actions
Candidate	One	Candidate1@nhanow.com	CBCS	2020-01-31	2020-04-30	<input type="button" value="Grant"/> <input type="button" value="Reject"/>
Candidate	Two	Candidate2@nhanow.com	CCMA	2020-01-31	2020-04-30	<input type="button" value="Grant"/> <input type="button" value="Reject"/>

- Select Approve or Reject under the Actions column to release the certification

Step 4 (Optional): Rejection notes may be added through a pop up after the Reject option is selected

