# CEL's Self-Serve Certification Portal

Cleveland Electric Laboratories' self-service certification portal provides a secure and efficient way to manage your certifications. It offers a user-friendly platform that simplifies accessing and downloading your documents, while also allowing you to easily track your order history. This streamlined process saves time and ensures you always have the information you need at your fingertips.
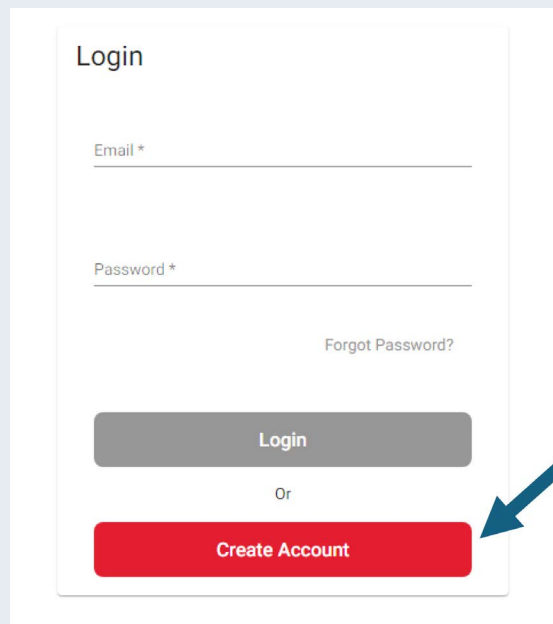
**Benefits of CEL Self-Service Certification Portal:**

- ✔ 24/7 Access to your certification results
- ✔ Available in both .pdf and .csv formats
- ✔ Eliminate key stroke entry with importable .csv format
- ✔ Review Order History
- ✔ Secure platform (no visibility if purchased through a third party reseller)

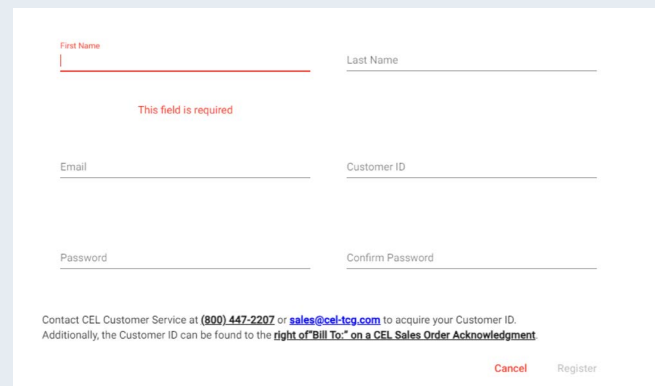## Cleveland Electric Labs Client Portal Sign-On Instructions

**Step 1:**
Go to **https://portal.clevelandelectriclabs.com/ClientPortal**, you will see this screen:



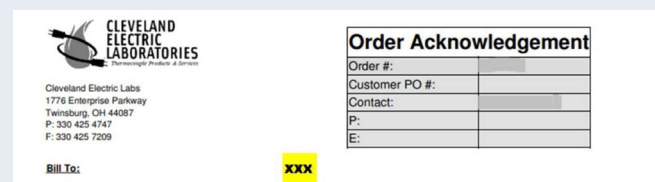If you have not yet personally created an account, click the create Account Button.

**Step 2:**
You will see the screen below, which asks you for your name, email, customer ID and for you to create a password.



If you don't know your customer ID, you can either find it at the top of your sales order acknowledgment in the location shown below, or by calling in to (800) 447-2207.
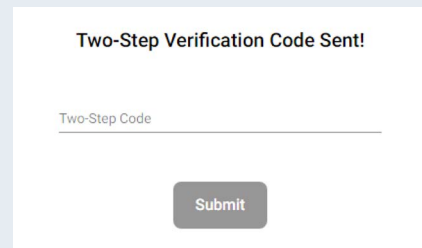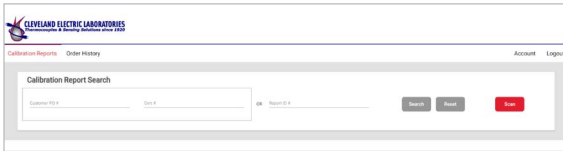
**Step 3:**
Once you have registered, check your email for a link to sign in. After you sign in, you will be prompted to enter a two factor authentication code. Check your email for the Code and enter it in the box below.

**Two-Step Verification Code Sent!**

Two-Step Code

Submit

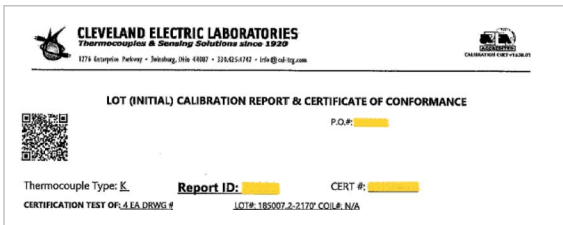# Cleveland Electric Labs Client Portal Basic Navigation

## Searching for Reports

You can search for reports three different ways, all from the first page that opens when you log in to the portal:

## Option 1:
Enter your PO# and the Cert# which you can find on your tags or cert reports.

If you are using the PO# and Cert#, you must enter both, as neither is unique on its own.

## Option 2:
Enter the report ID, which you can also find on your tags or cert reports. This ID is totally unique, so you can search with it by itself.
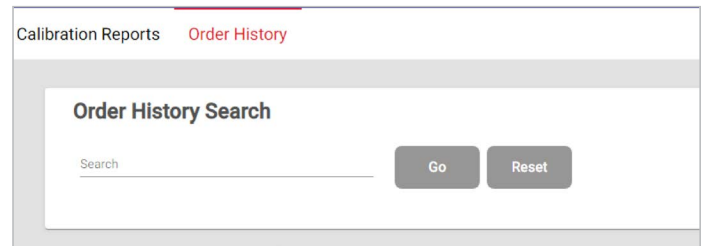
## Option 3:
Use a QR code scanner plugged into your computer. To do this, simply click on the red "Scan" button and the below screen will appear.

Then, simply scan the QR code on your tag or cert report and you will see the associated cert report. You can either download the PDF, or a CSV file with all of the individual errors.

## Order History

Within the Order History tab, you can search for past orders, or click back through a list of all your orders.

In the search bar, you can search for an order either by your purchase order number or our shop order number. Once the order appears below, simply click the "View" button and you will see all the order details. If cert reports are available for the items on that report, you can download either the CSV or the PDF.

If you just want to see your full order history, simply scroll down and you will see a chronological list of all your past orders.

**CLEVELAND ELECTRIC LABORATORIES**
*Thermocouples & Sensing Solutions since 1920*