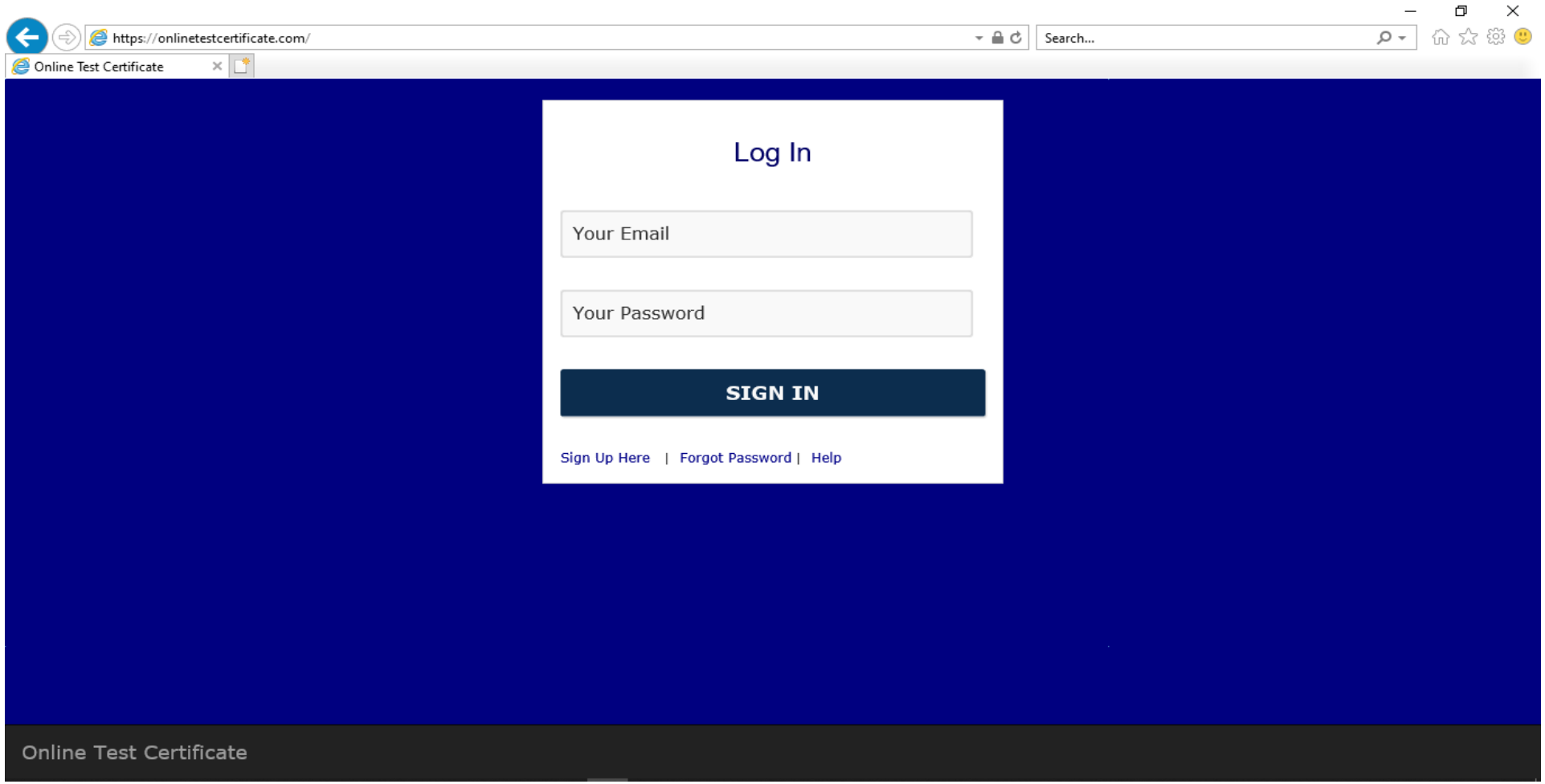
RTC (Routine Test Certificates) Procedure

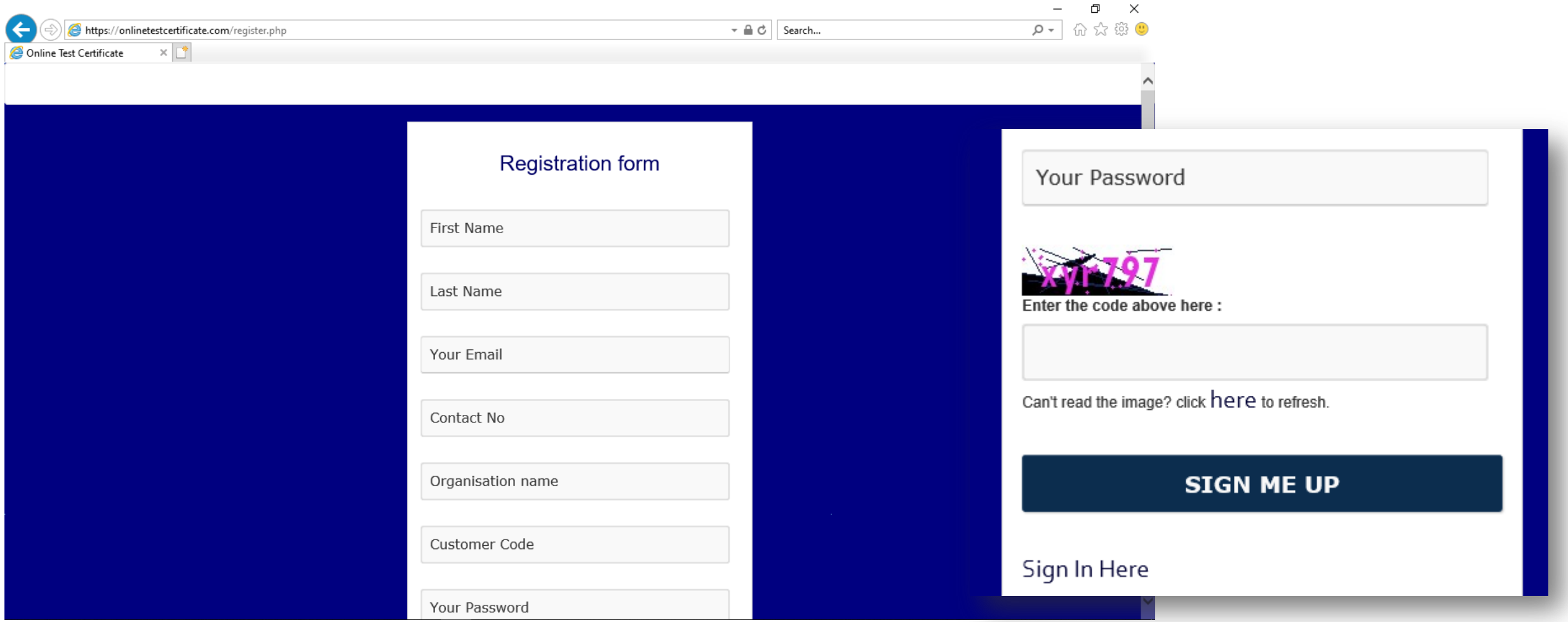
Sign up / Sign in / forgot password

- **Enter the link https://onlinetestcertificate.com to download the RTC**
- **Click on "Sign Up Here" for registration**



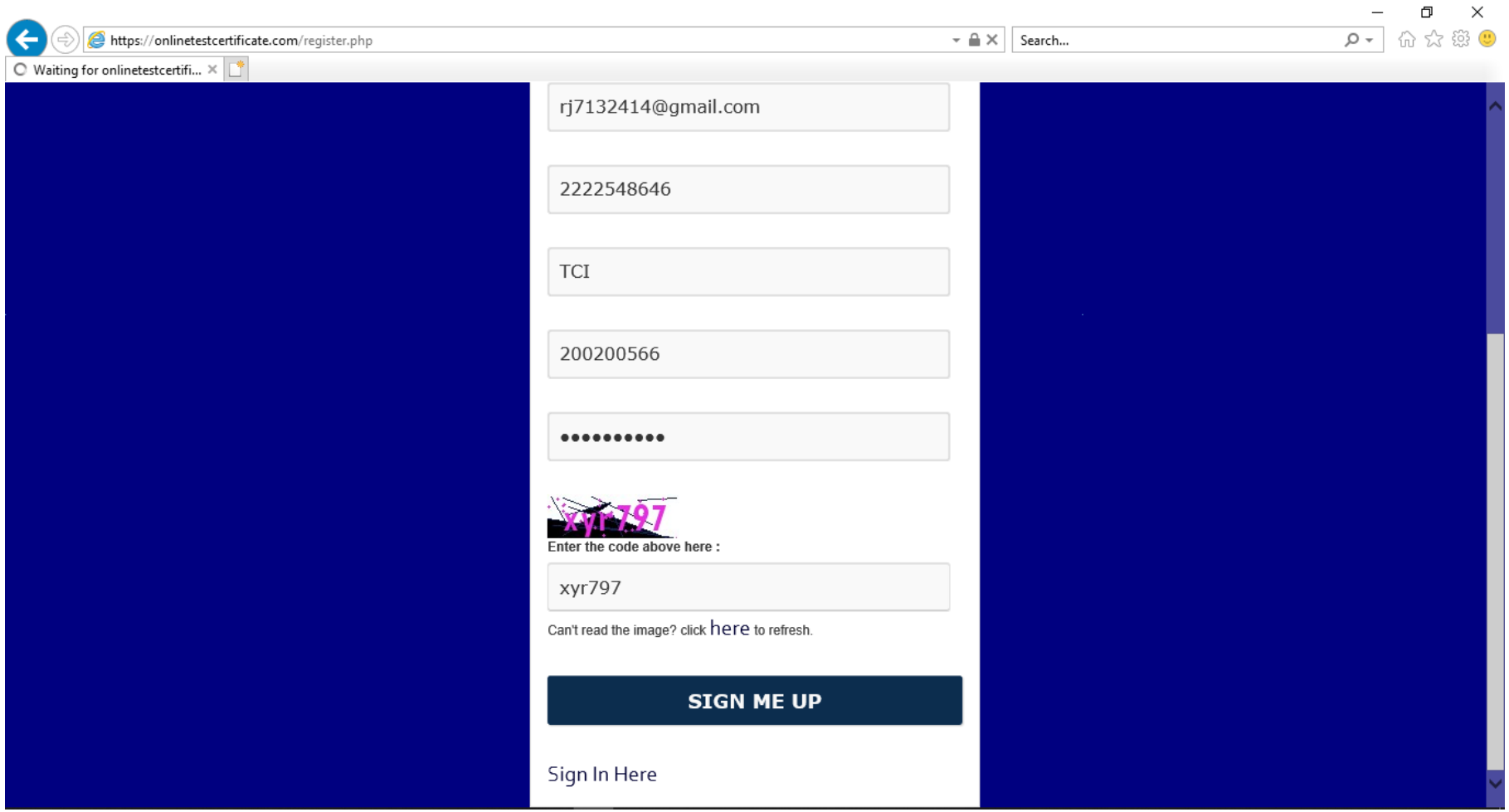
Registration

- **Fill the Registration form and click on “SIGN ME UP”**



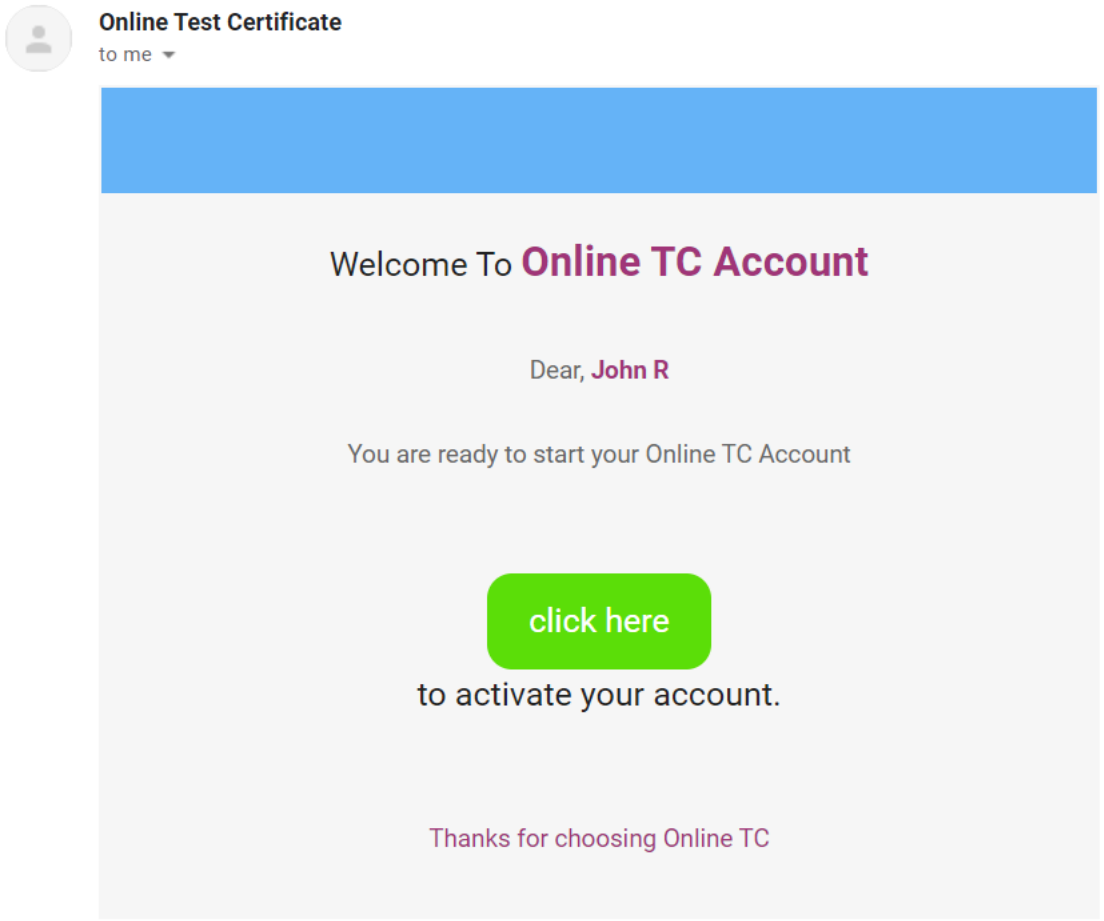
Registration

- **Fill the Registration form and click on “SIGN ME UP”**
- **Go to the e-mail inbox**



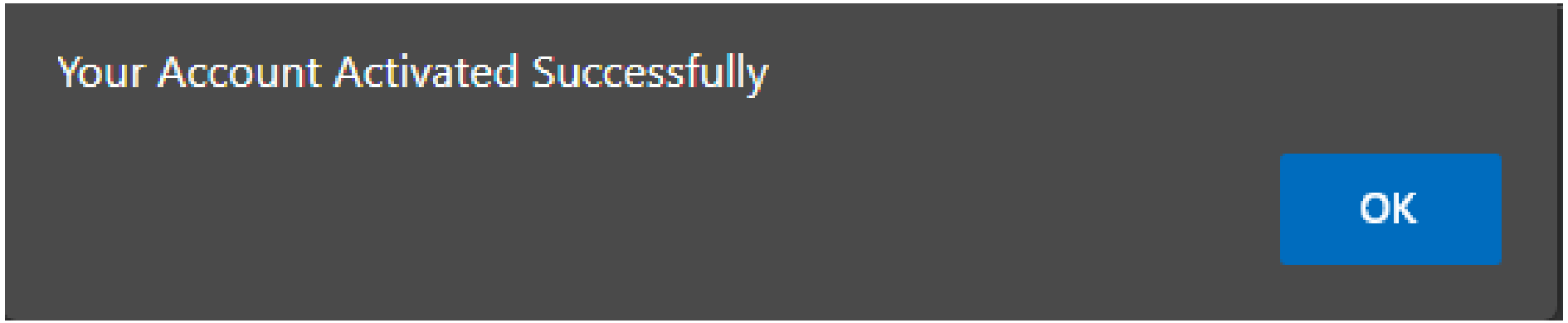
Account Activation

- **“Click here” to activate the registered account**



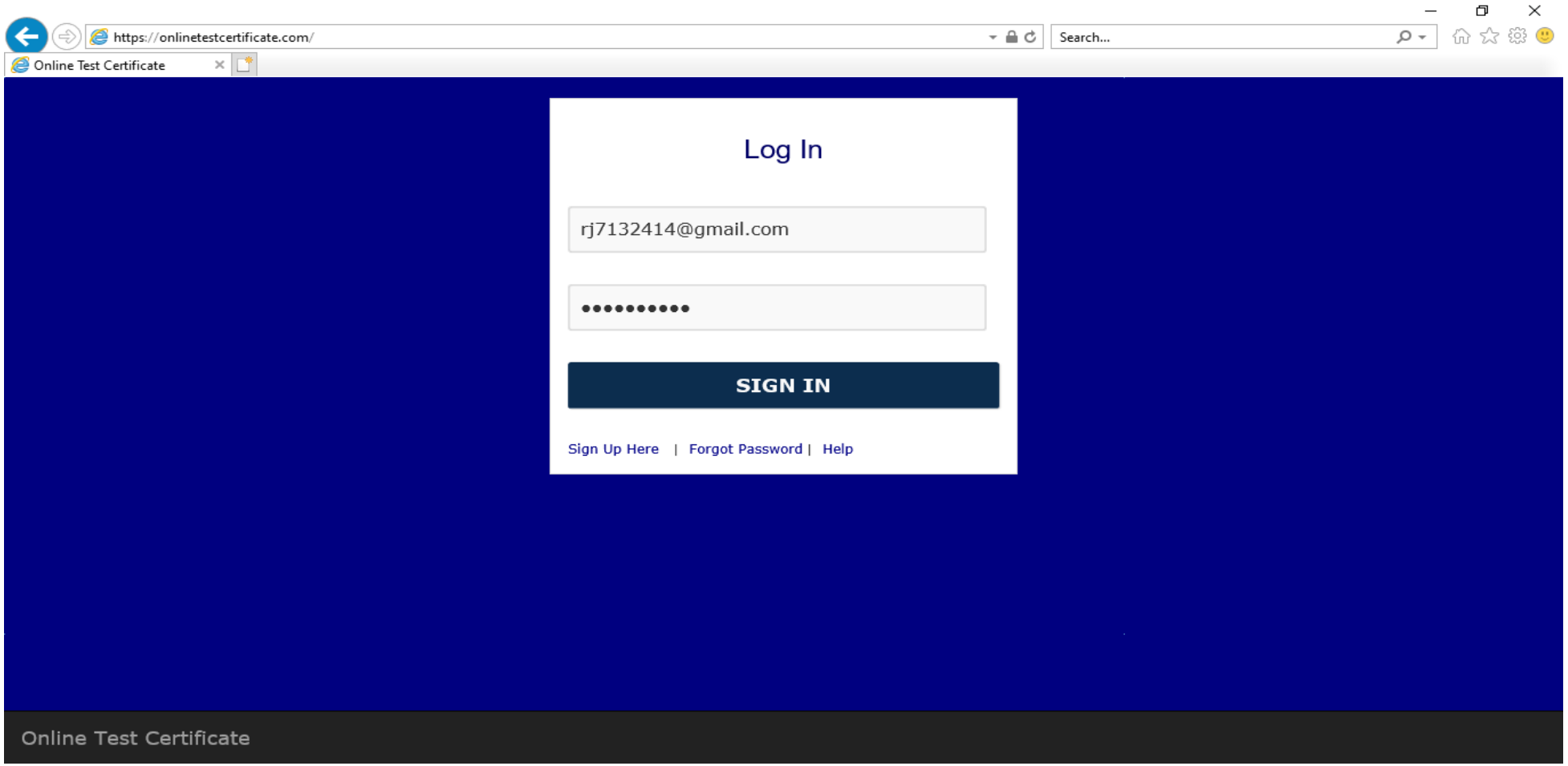
Account Activation

- **Activation successfully done**



Sign In

- **Sign in – Enter the user & password, Click on “SIGN IN” to proceed ahead**



Sign In

Logout

Download Test Certificate

Download Test Certificate by Serial Number and RTC

USING PRODUCT SERIAL NUMBER

Download Test Certificate by Invoice

USING SUPPLIER INVOICE NUMBER

Download Test Certificate by Sales Order

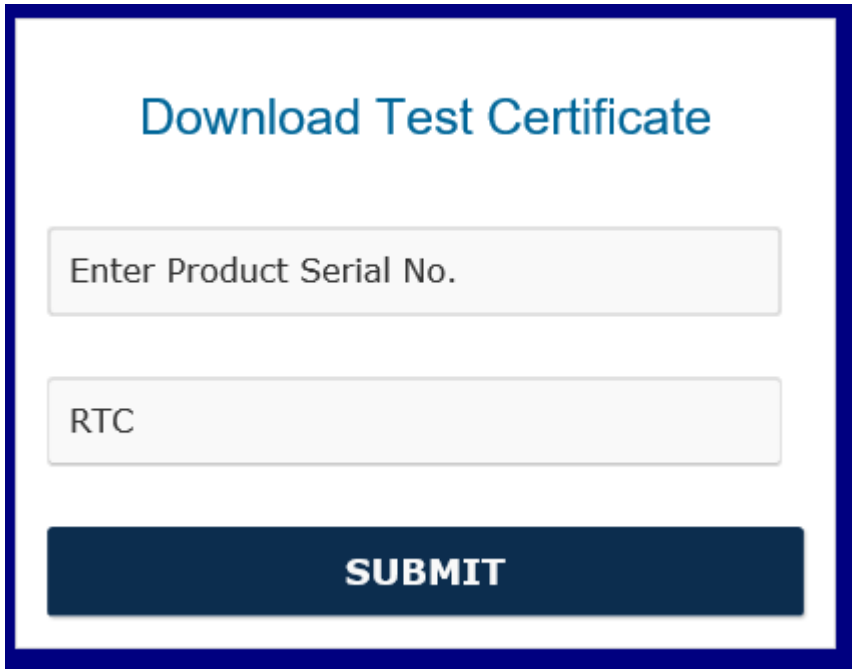
USING SUPPLIER SALES ORDER NUMBER

Download Test Certificate by Excel upload

USING PRODUCT SERIAL NUMBER (EXCEL UPLOAD)

Download RTC “Using Product Serial Number”

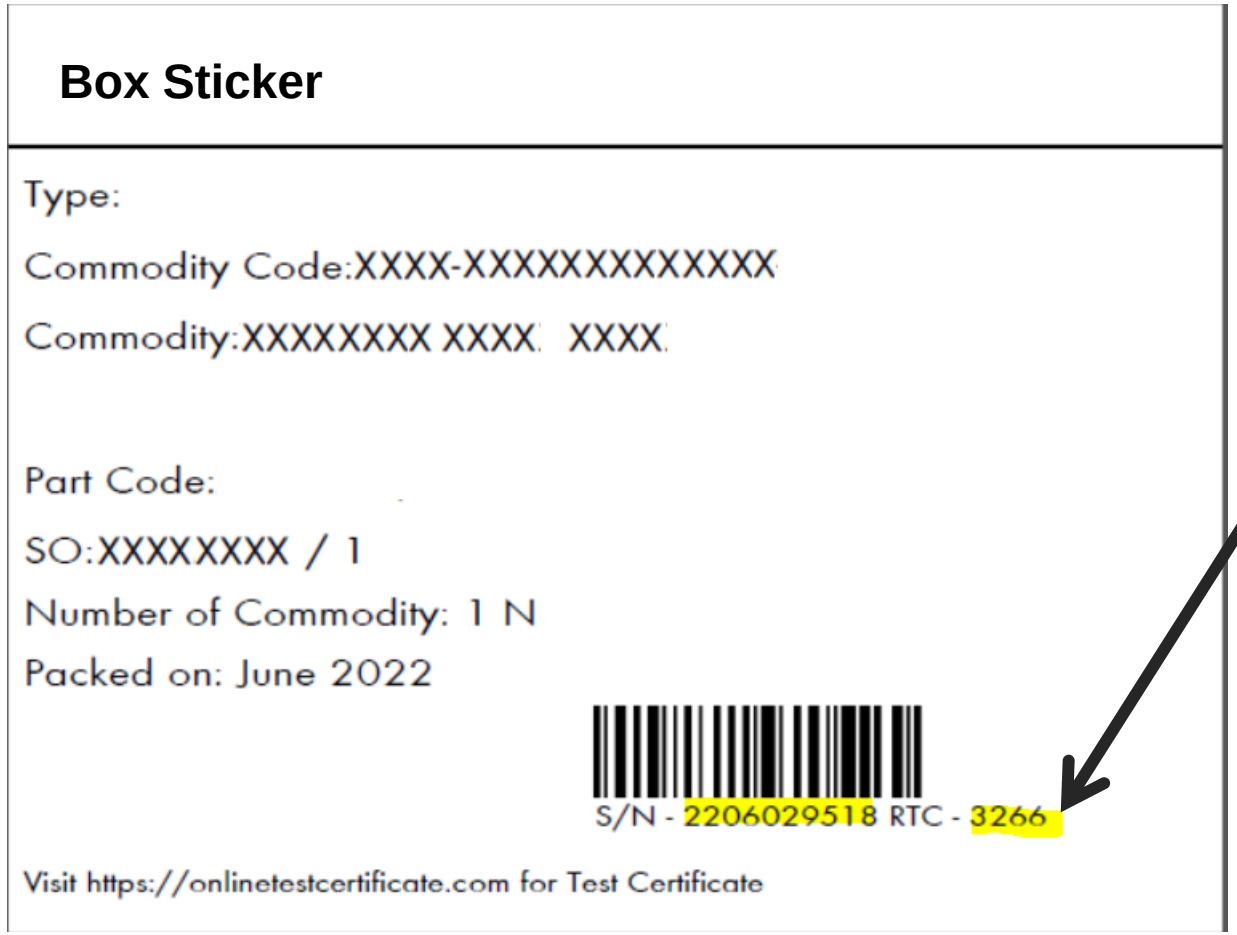
- **Using Product Serial Number – with the option “Using Product Serial Number ” we can download RTC with help of Serial No. & RTC No.**

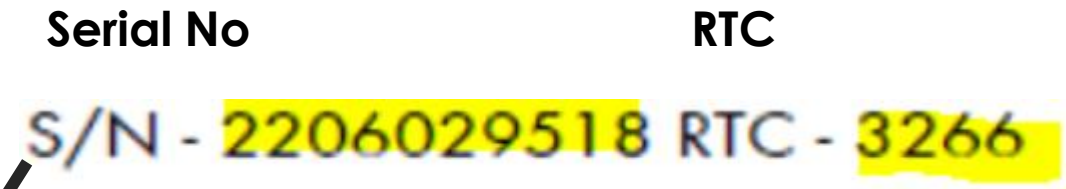


- **Click on “SUBMIT” to download the Test Certificate**

How to find RTC?

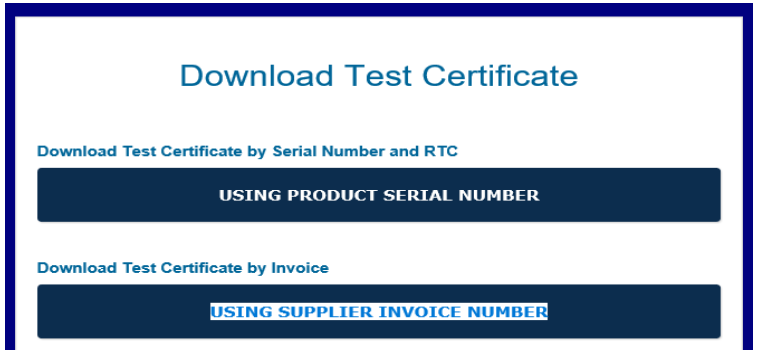
- **Serial No & RTC (Routine Test Certificate Code) – Available on product as well as box sticker**

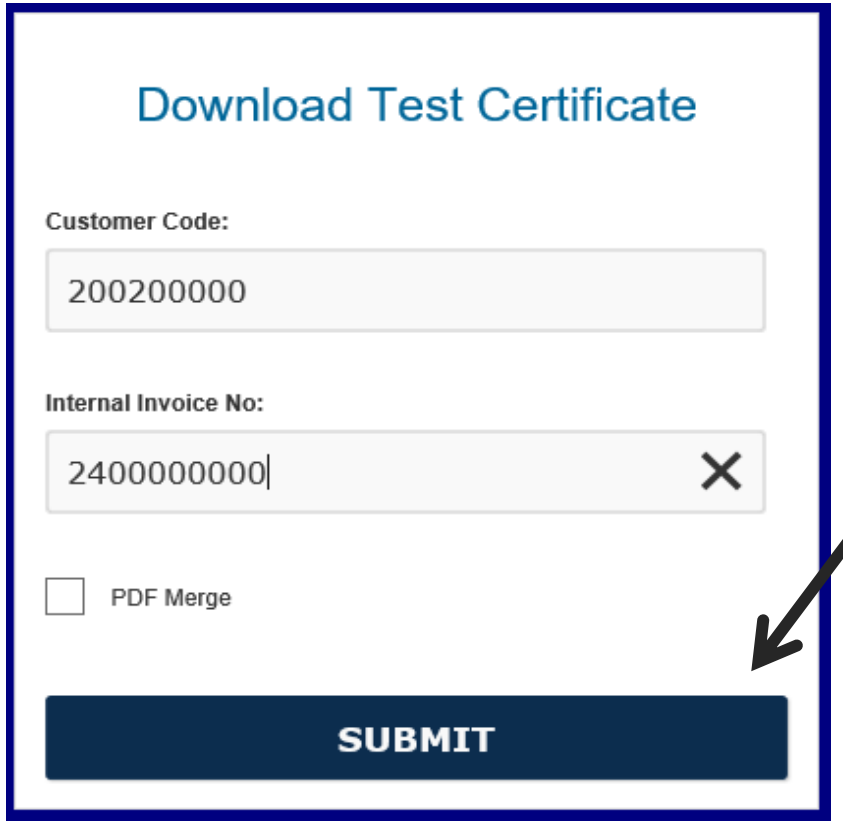




Download RTC “Using Supplier Invoice Number”

- **Using Supplier Invoice Number– with the option “Using Supplier Invoice Number” we can download Routine Test Certificates with help of Invoice No.**

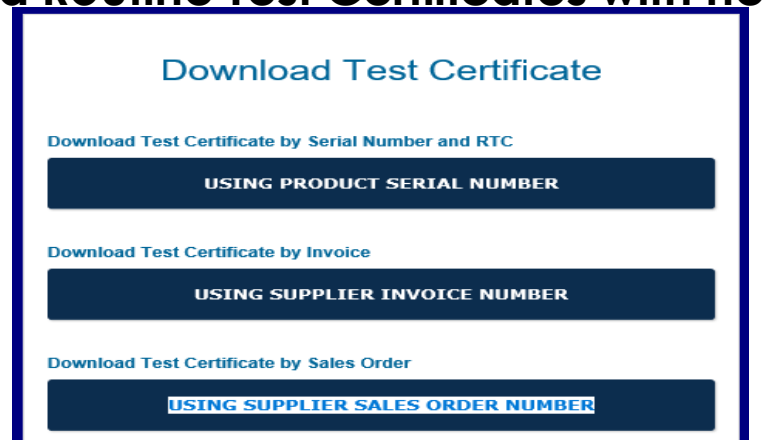


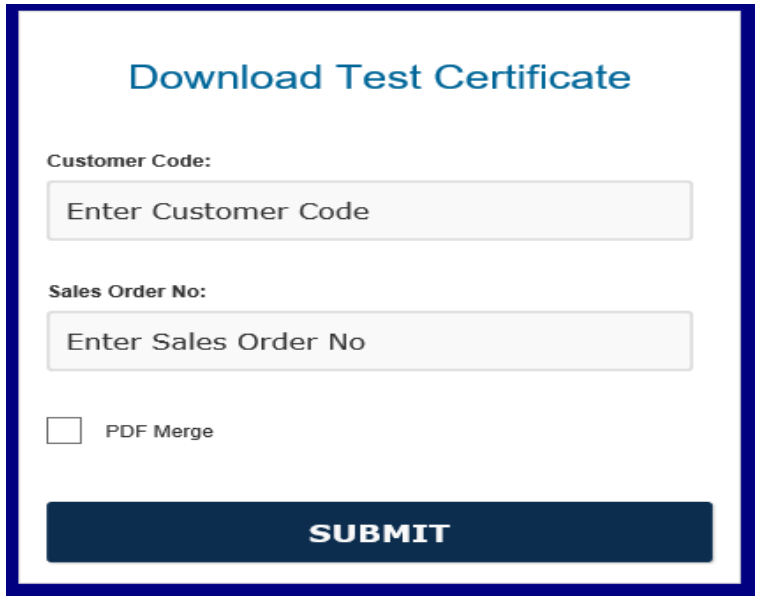


- **Click on “SUBMIT” to download the Test Certificates “zip” file**

Download RTC “Using Supplier Sales Order Number”

- **Using Supplier Sales Order Number – with the option “Using Supplier Sales Order Number” we can download Routine Test Certificates with help of Sales Order No.**

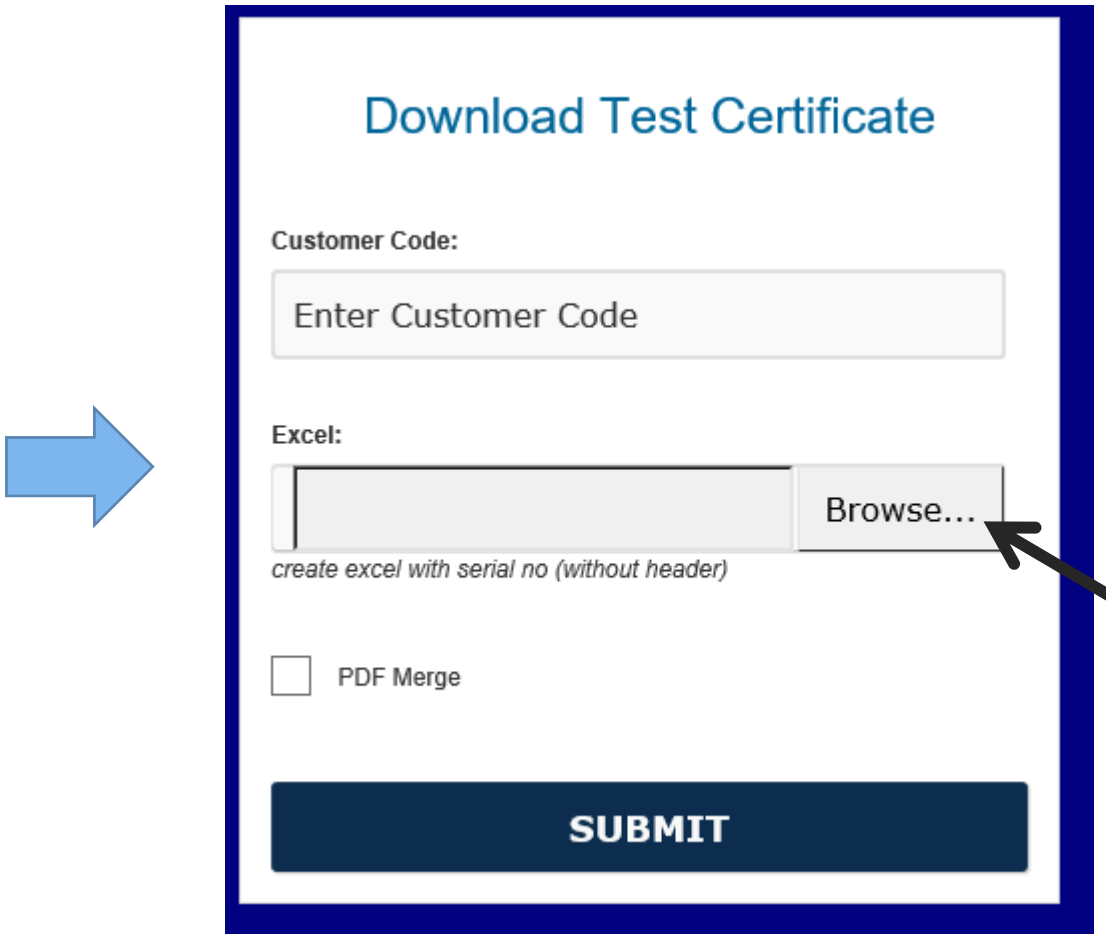




- **Click on “SUBMIT” to download the Test Certificates “zip” file**

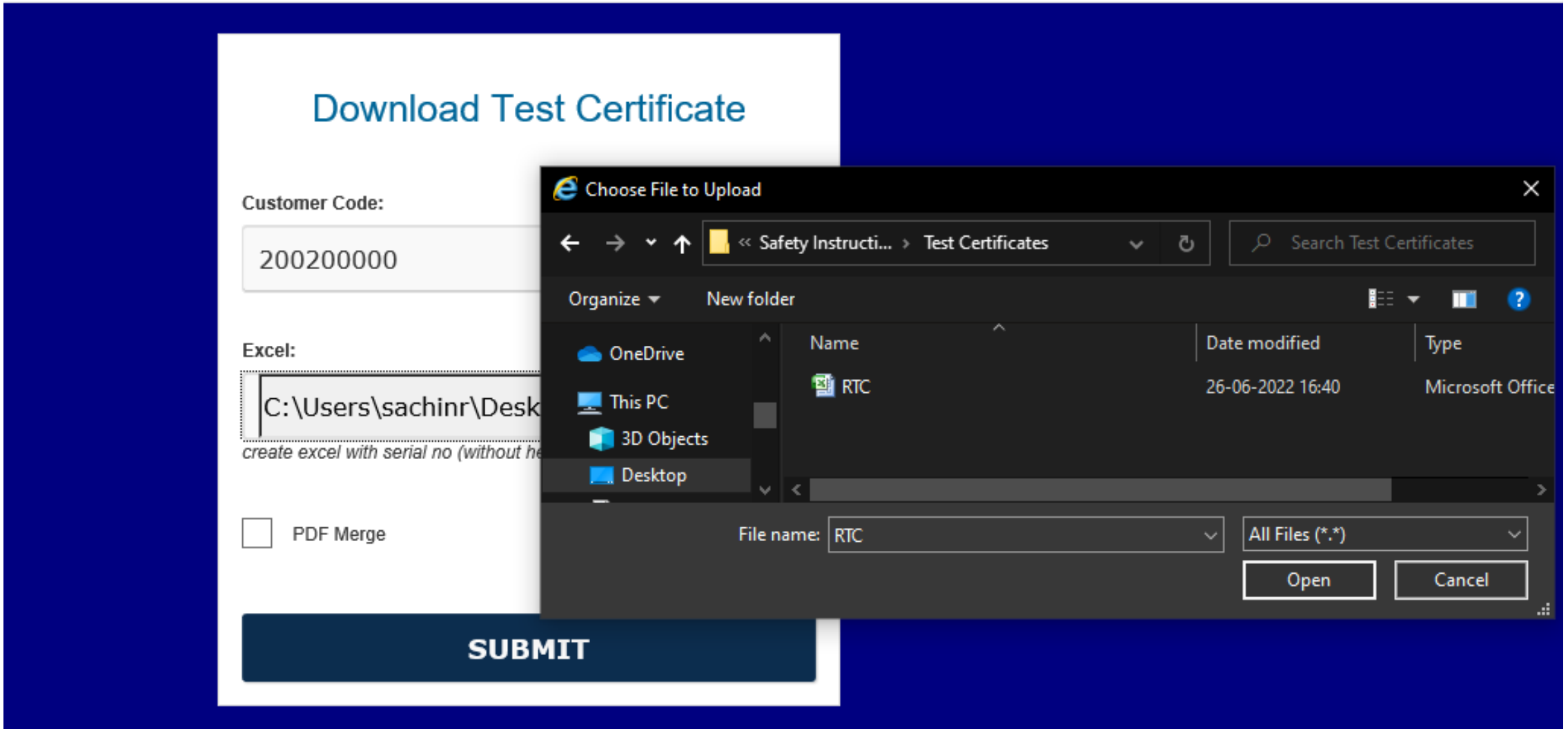
Download RTC “Using Product Serial Number (Excel upload)”

- **Using Product Serial Number (Excel upload) – with the option “Using Product Serial Number (Excel upload)” we can download multiple Routine Test Certificates with help of Serial No. in an excel sheet**

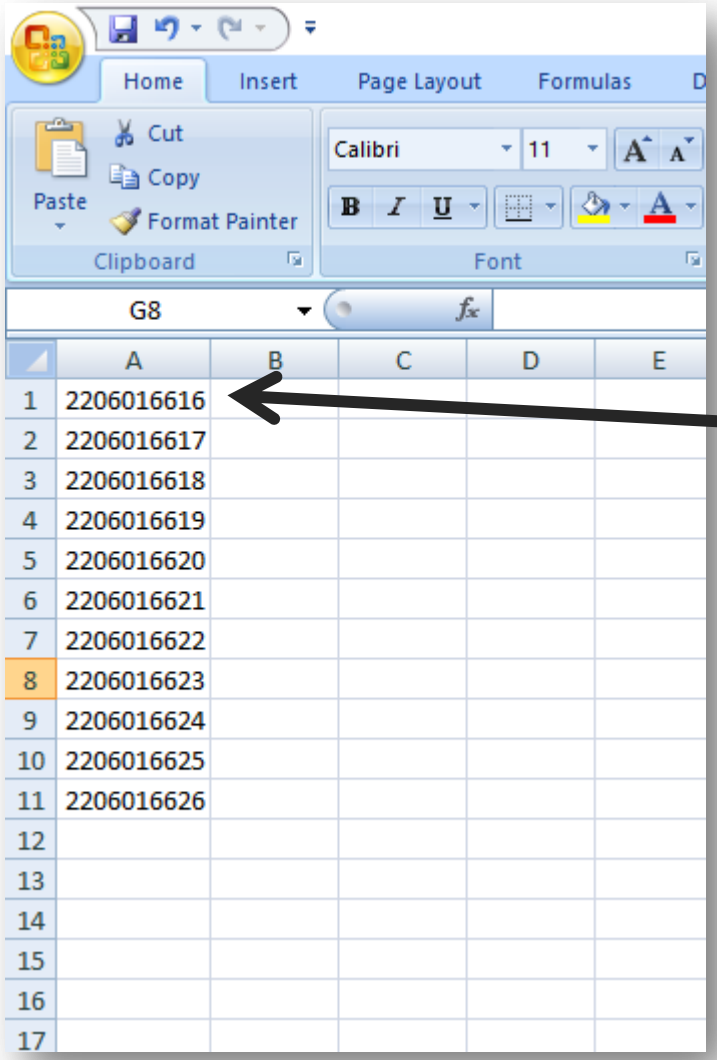


- **Click on “Browse” to upload “Excel” serial no file**

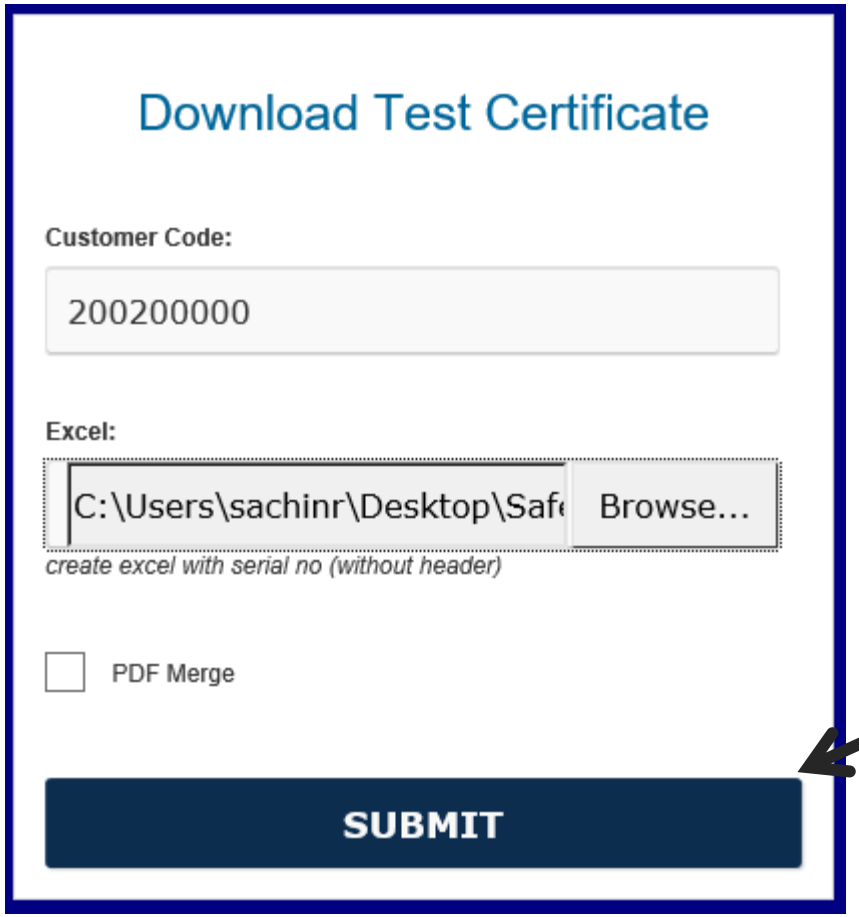
Download RTC “Using Product Serial Number (Excel upload)”



Download RTC “Using Product Serial Number (Excel upload)”

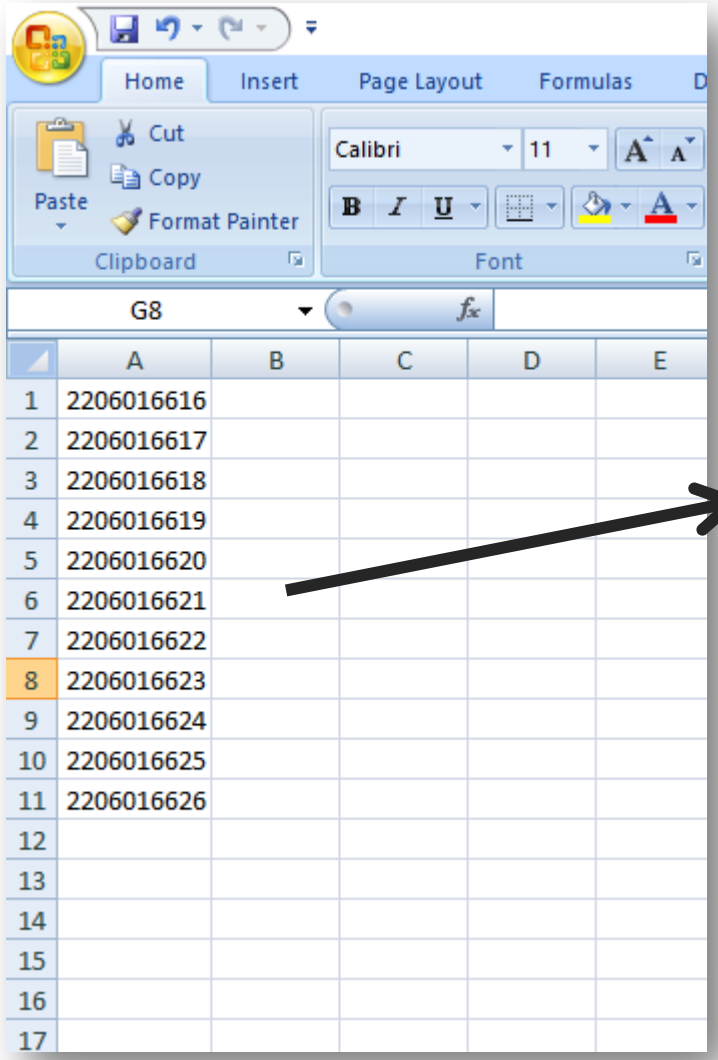


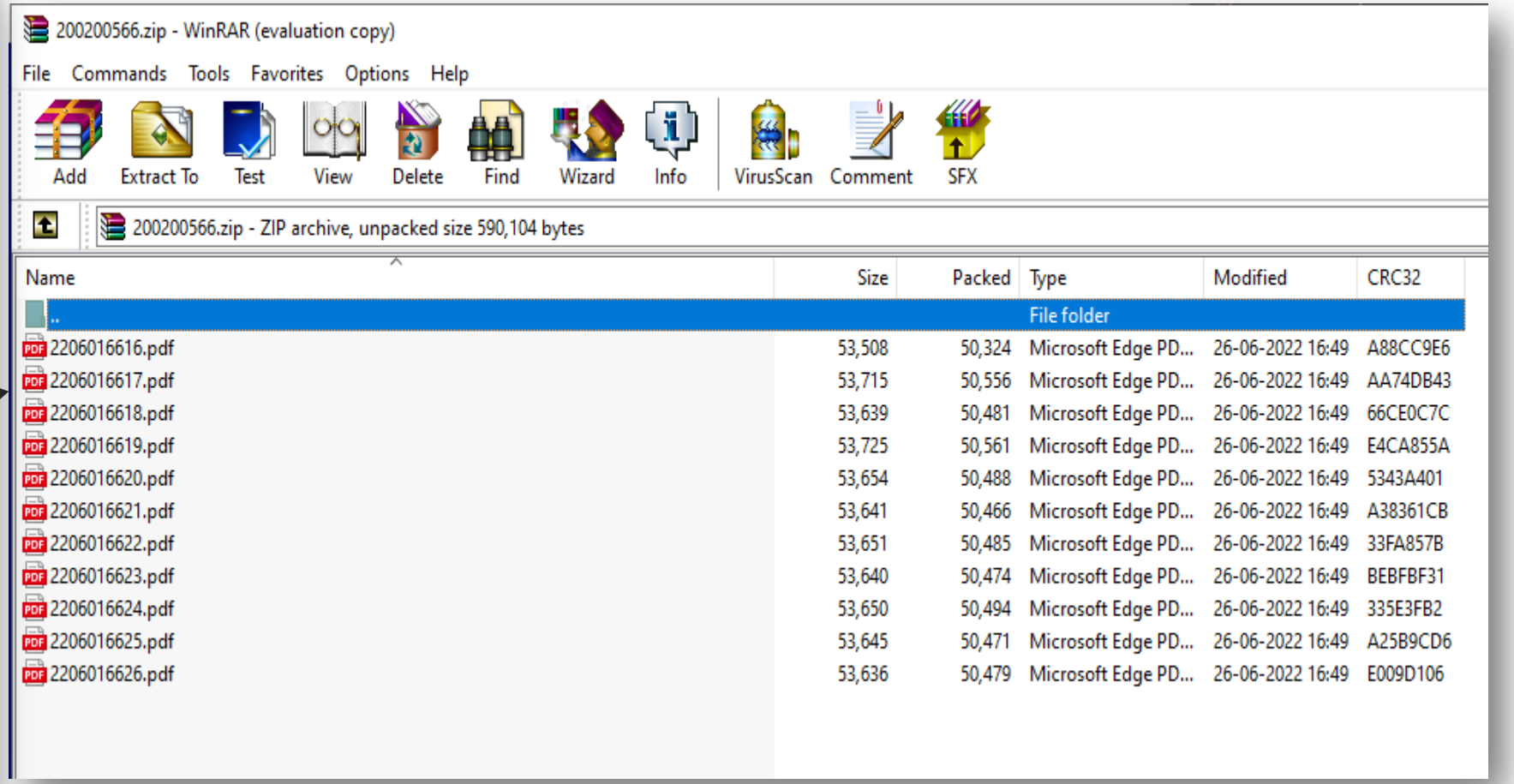
➢ **Note - No header required in the excel file**



➢ **Click on “SUBMIT” to download the Test Certificates “zip” file**

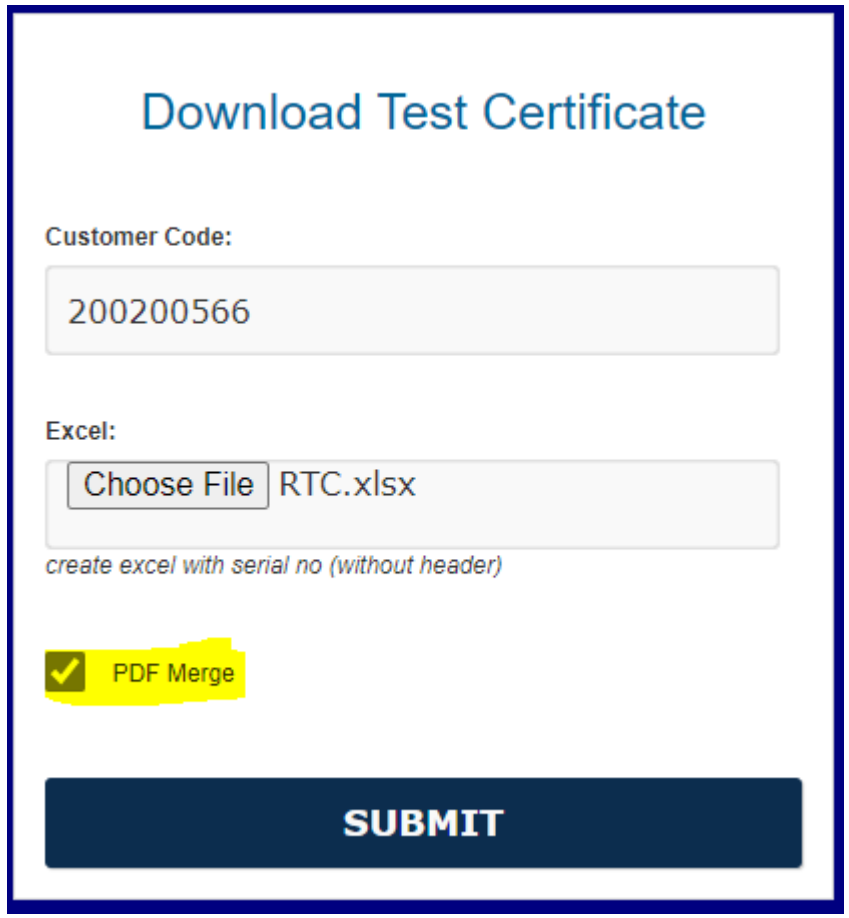
Download RTC “Using Product Serial Number (Excel upload)”





PDF Merge option

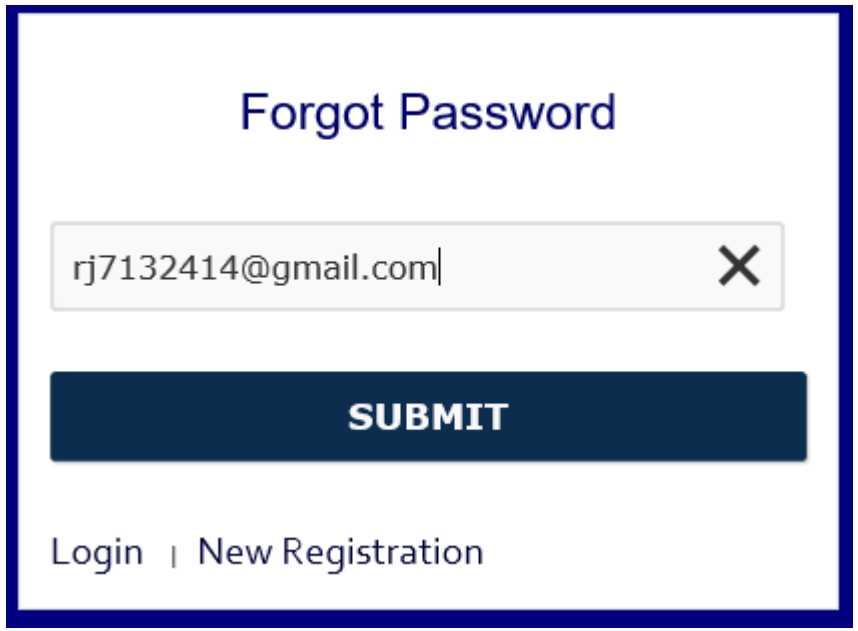
- **With help of pdf merge option, the multiple TC's can be downloaded in a single pdf.**

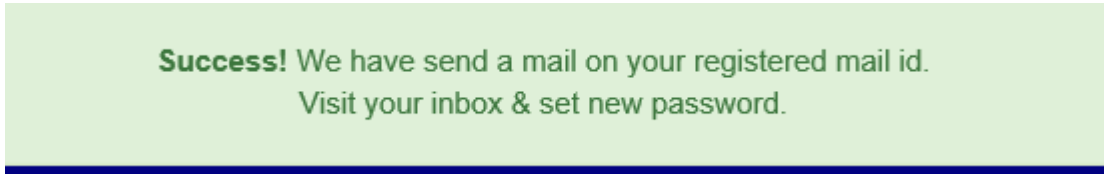


Option Available for
X
√
√
√

Forgot Password

- **Click on “Forgot Password” to reset the password, the reset password link will be shared on registered email id**



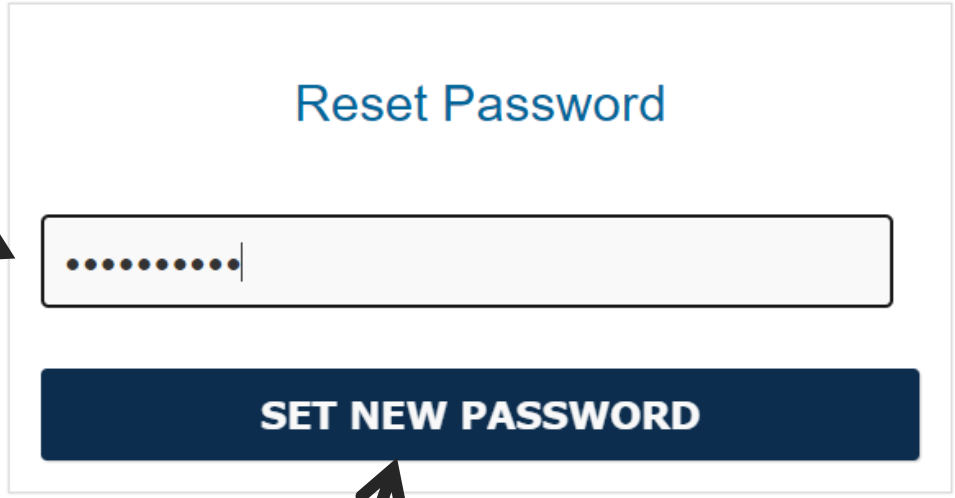


- **Please check the registered email id**

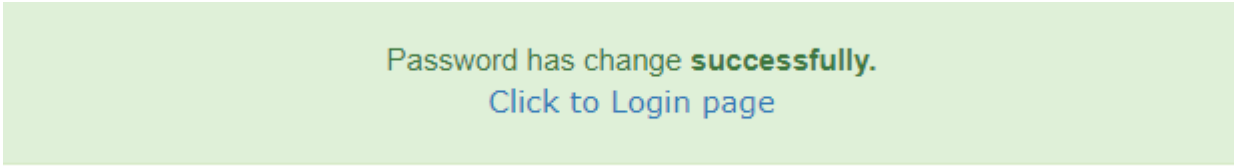
Forgot Password

➢ Click here to reset the password

➢ Enter New password



➢ Click on " SET NEW PASSWORD"



THANK YOU!