# RTC (Routine Test Certificates) Procedure

## Sign up / Sign in / forgot password

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

Online Test Certificate

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	Log In		
	Your Email		
	Your Password		
	SIGN IN		
	Sign Up Here   Forgot Password   Help		

## Registration

#### $\succ$ Fill the Registration form and click on "SIGN ME UP"

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	Last Name		Enter the code above here :
	Your Email		Can't read the image? click here to refresh.
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	Customer Code		Sign In Horo
	Your Password		

#### Registration

# Fill the Registration form and click on "SIGN ME UP" Go to the e-mail inbox

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	SIGN ME UP				
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#### **Account Activation**

> "Click here" to activate the registered account



#### **Account Activation**

> Activation successfully done

Your Account Activated Successfully

ОК

# Sign In

> Sign in – Enter the user & password, Click on "SIGN IN" to proceed ahead

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	rj7132414@gmail.com		
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	SIGN IN		
	Sign Up Here   Forgot Password   Help		
Online Test Certificate			



Online Test Certificate

## 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.

Download Test Certificate Download Test Certificate by Serial Number and RTC USING PRODUCT SERIAL NUMBER		
Download Test Certificate	Download Test Certificate	
Enter Product Serial No.	2206016615	Click on "SUBMIT" to
RTC	0115	download the Test Certificate
SUBMIT	SUBMIT	

#### 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.

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	
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#### Download RTC "Using Supplier Sales Order Number"

Using Supplier Sales Order Number – with the option "Using Supplier Sales Order Number" we can download <u>Routine Test Certificates with help</u> of Sales Order No.

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	
Download Test Certificate by Sales Order USING SUPPLIER SALES ORDER NUMBER	Customer Code:	
Download Test Certificate	200200000	
Customer Code:	Sales Order No:	Click on
Enter Customer Code	200200000	"SUBMIT" to
Sales Order No: Enter Sales Order No	PDF Merge	download the Test Certificates
PDF Merge SUBMIT	SUBMIT	"zip" file

>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

Download Test Certificate Download Test Certificate by Serial Number and RTC USING PRODUCT SERIAL NUMBER	Download Test Certificate Customer Code: Enter Customer Code	
Download Test Certificate by Invoice USING SUPPLIER INVOICE NUMBER Download Test Certificate by Sales Order USING SUPPLIER SALES ORDER NUMBER	Excel:   Browse   create excel with serial no (without header)   PDF Merge	Click on "Browse" to upload "Excel"
Download Test Certificate by Excel upload USING PRODUCT SERIAL NUMBER (EXCEL UPLOAD)	SUBMIT	serial no file

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Note - No header required in the excel file

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#### PDF Merge option

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

Download Test Certificate	Download Test Certificate by Serial Number and RTC	Option Available for
Customer Code:	USING PRODUCT SERIAL NUMBER	Х
Excel: Choose File RTC.xlsx	Download Test Certificate by Invoice USING SUPPLIER INVOICE NUMBER	
create excel with serial no (without header)	Download Test Certificate by Sales Order USING SUPPLIER SALES ORDER NUMBER	$\checkmark$
SUBMIT	Download Test Certificate by Excel upload USING PRODUCT SERIAL NUMBER (EXCEL UPLOAD)	$\checkmark$

# Forgot Password

Click on "Forgot Password" to reset the password, the reset password link will be shared on registered email id

Forgot Password	
rj7132414@gmail.com	×
SUBMIT	
Login   New Registration	

Success! We have send a mail on your registered mail id. Visit your inbox & set new password.

Please check the registered email id

# **Forgot Password**



**THANK YOU!**