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1. How Do I Log In to My Credential Account?

First-time Access:

- a. Open the email you received when your credential was issued.
- b. Click the link in the email to access your credential.

Regular Login:

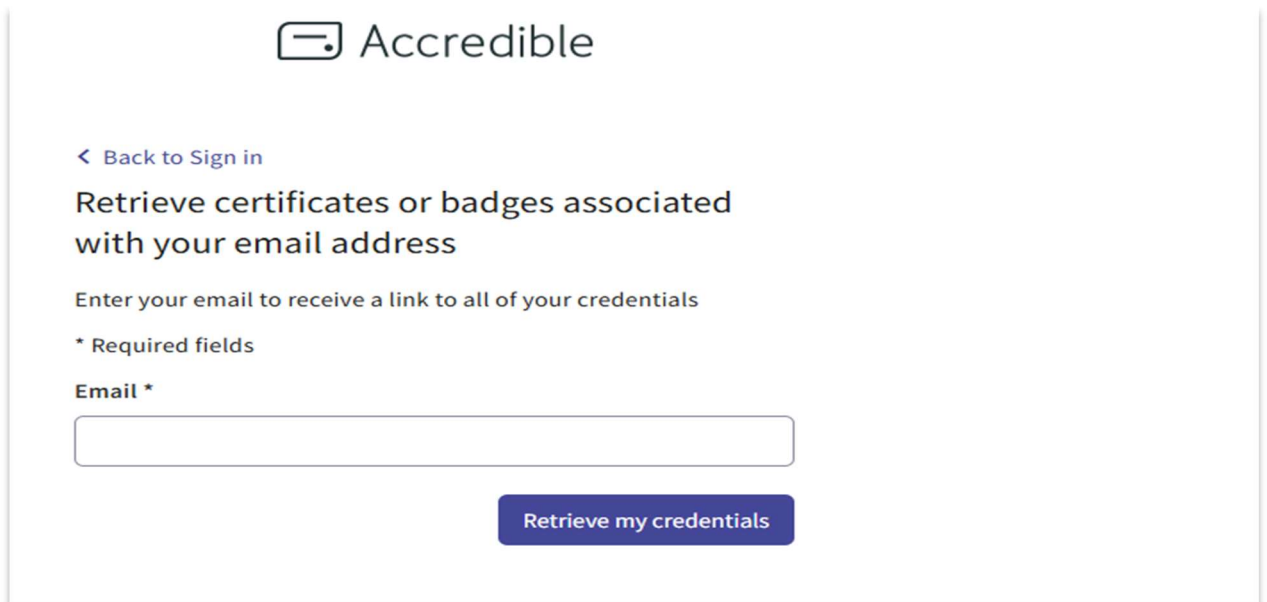
- a. Visit <https://icpinspector.api.org>.
 - b. Click **Sign In** (top right).
 - c. Use your registered email and password. If needed, use "**Forgot your password**" to reset it.
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2. I Lost My Certificate Email. How Can I Find My Credential?

Use Accredible's Credential Retrieval Tool:

- a. Go to the Credential Retrieval Tool <https://v2.accounts.accreditable.com/retrieve-credentials?app=recipient-portal&origin=https:%2F%2Fwww.credential.net>.
- b. Enter the email address used when you earned your credential.

- c. Click **Retrieve My Credentials**.
- d. Check your inbox for an email containing links to all associated credentials.



The screenshot shows a web form titled 'Accredible' with a logo. Below the logo is a link '< Back to Sign in'. The main heading is 'Retrieve certificates or badges associated with your email address'. Below this is a subheading 'Enter your email to receive a link to all of your credentials'. A note '* Required fields' is present. The form has a label 'Email *' above a text input field. Below the input field is a blue button labeled 'Retrieve my credentials'.

3. I Haven't Received My Credential Email. What Should I Do?

- a. Check your **Spam** or **Junk** folder.
- b. If you still can't find it:
 - o Visit <https://icpinspector.api.org>.
 - o Use **Sign In > Forgot Password** with your registration email.
 - o Set a new password and log in to see any linked credentials.

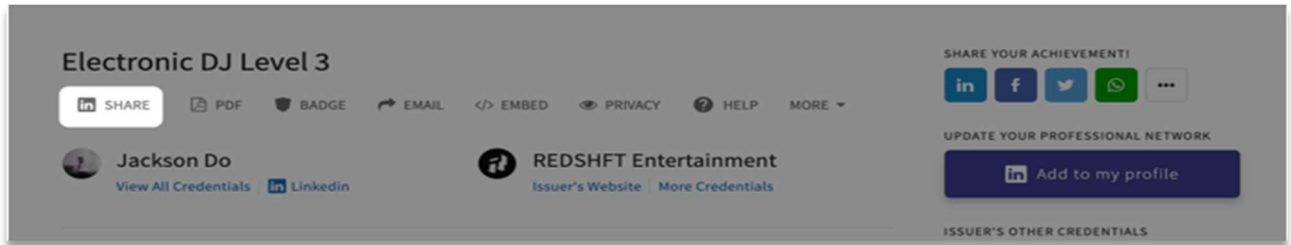
Note: If your email isn't recognized, your credential might not be issued yet.

4. How Do I Share My Credential on LinkedIn?

Option 1: Share as a Post or Message

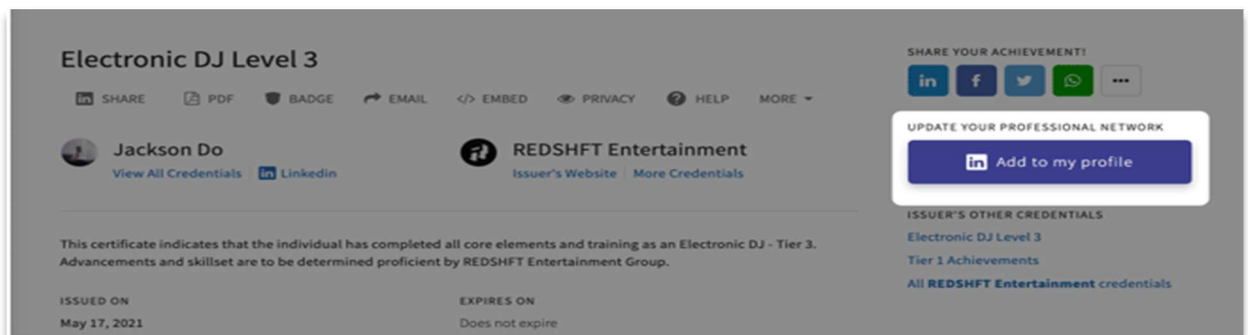
- a. Open your credential account by clicking the link in the email you received or by navigating to <https://icpinspector.api.org>.
- b. Log into your account by clicking the Sign In link at the top right of the screen.
 - 1. If logging in via the <https://icpinspector.api.org> link, click My Credentials next to your account name

2. Select the Certification you wish to print
- c. Click the **LinkedIn Share** button.
- d. Click Copy Link button and then select Share
- e. Log into LinkedIn when prompted.
- f. Choose to share it as a post or private message.
- g. Write an optional message and click **Post** or **Send**.



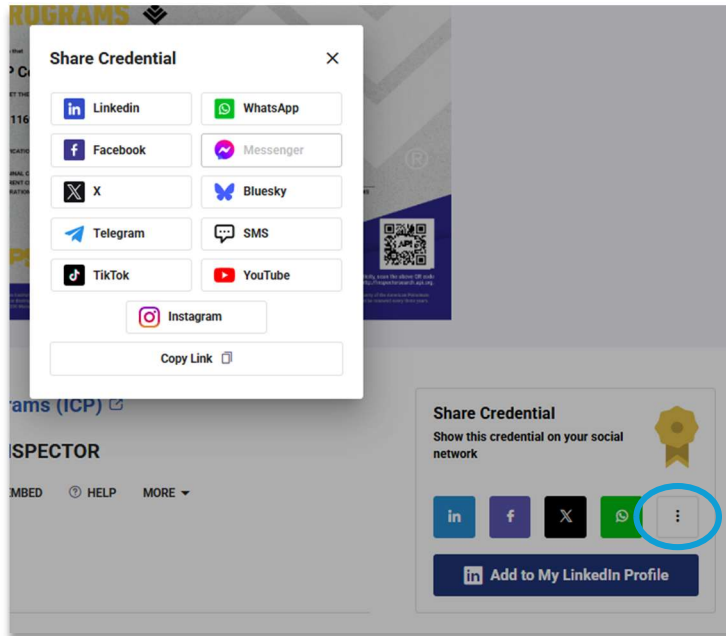
Option 2: Add to LinkedIn Profile

- a. Open your credential account by clicking the link in the email you received or by navigating to <https://icpinspector.api.org>.
- b. Log into your account by clicking the Sign In link at the top right of the screen.
 1. If logging in via the <https://icpinspector.api.org> link, click My Credentials next to your account name
 2. Select the Certification you wish to print
- c. Click **Add to LinkedIn Profile**.
- d. Choose **Add to my profile**.
- e. LinkedIn will auto-fill your "Licenses and Certifications" form.
- f. Click **Save**.



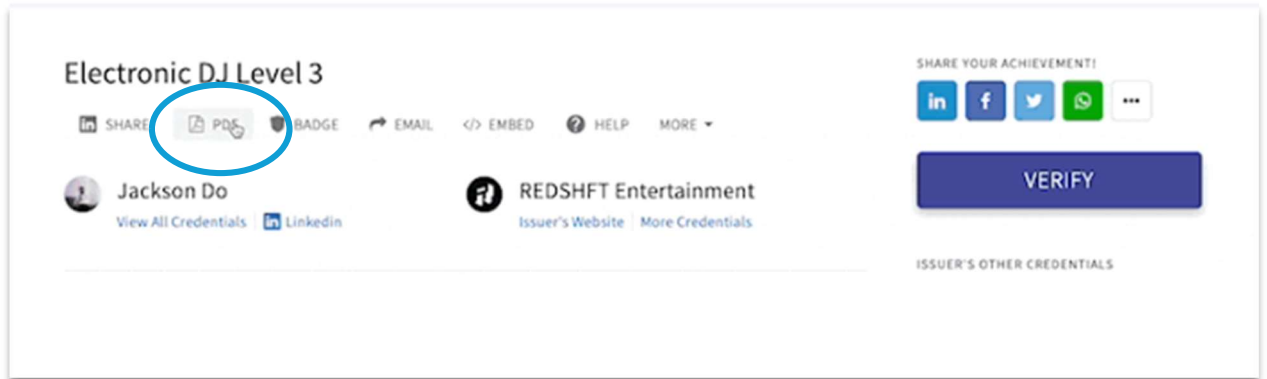
Option 3: Add to other Social Media platforms such as TikTok, YouTube, Instagram etc.

Follow the same login instructions as above to log into your account and click the overflow menu (see screenshot below) under Share Credential to view options.



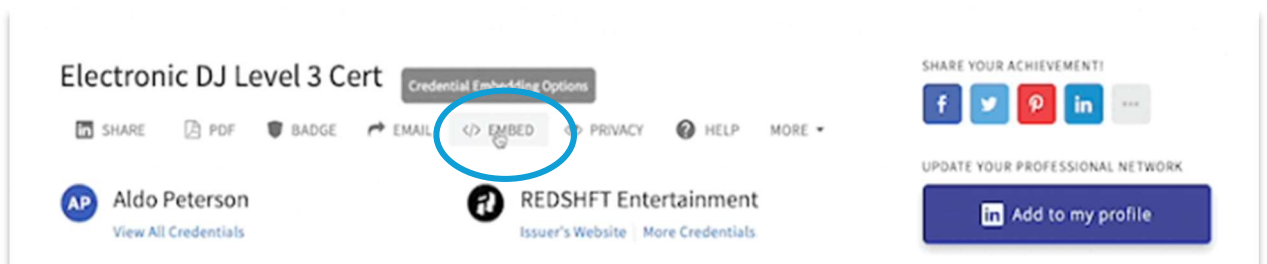
5. How Do I Download and Print My Certificate?

- Open your credential account by clicking the link in the email you received or by navigating to <https://icpinspector.api.org>.
- Log into your account by clicking the Sign In link at the top right of the screen.
 - If logging in via the <https://icpinspector.api.org> link, click My Credentials next to your account name
 - Select the Certification you wish to print
- Click the **PDF** button at the bottom of the page.
- Save the downloaded PDF to your computer.
- Print it using your preferred printer settings.



6. How Do I Embed My Credential in My Email Signature?

- Open your credential account by clicking the link in the email you received or by navigating to <https://icpinspector.api.org>.
- Log into your account by clicking the Sign In link at the top right of the screen.
 - If logging in via the <https://icpinspector.api.org> link, click My Credentials next to your account name
 - Select the Certification you wish to print
- Select **Embed Credential** and select the tab for the preferred email provider and follow the instructions given.



7. How Do I Add My Credential to My Digital Mobile Wallet?

- Open your credential on your smart device account by clicking the link in the email you received or by navigating to <https://icpinspector.api.org>.
- Log into your account by clicking the Sign In link at the top right of the screen.
 - If logging in via the <https://icpinspector.api.org> link, click My Credentials next to your account name
 - Select the Certification you wish to add to your mobile wallet
- Click Options and select **Add to Mobile Wallet**.

- d. On the Wallet Pass Preview screen:
 - **Apple users:** tap **Add to Apple Wallet**.
 - **Android users:** tap **Add to Google Wallet**.
2. Click Add at the top right of the screen to place in wallet

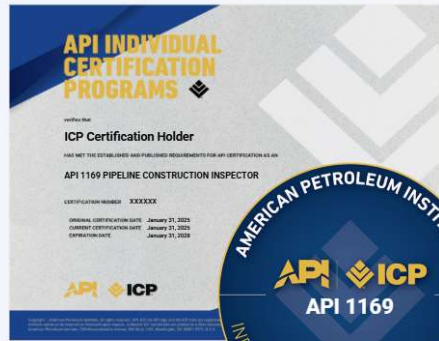
Note: Apple Wallet or Google Wallet app must be installed on your device. The certification can only be added to one Apple or Google ID at a time.

8. How Do I Request a Name Change on My Credential?

- a. Candidates must reach out directly to ICP to make this change. ICP will require a copy of a government-issued ID to verify the request. Once approved, the name will be updated in the ICP system and will then be published to the digital credential.
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9. How Do I Change My Credential Privacy Settings?

- a. Open your credential on your smart device account by clicking the link in the email you received or by navigating to <https://icpinspector.api.org>.
- b. Log into your account by clicking the Sign In link at the top right of the screen.
 - If logging in via the <https://icpinspector.api.org> link, click My Credentials next to your account name
- c. Click the **Privacy** button of the certification you wish to change.
- d. Choose your visibility:
 - **Private** – Only you can view it.
 - **Private with Access Link** – Only accessible via direct link.
 - **Public** – Visible to anyone and searchable.
- e. Click Update Privacy to save.



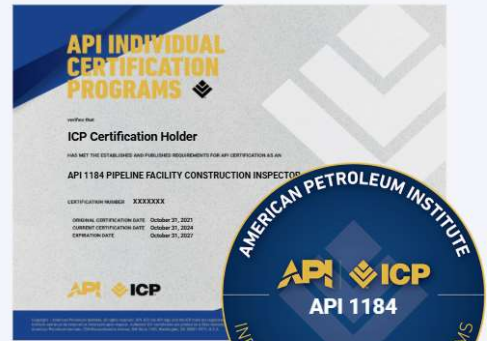
API 1169 PIPELINE CONSTRUCTION INSPECTOR

January 31, 2025

API Individual Certification Programs
(ICP)

Share

Privacy



API 1184 PIPELINE FACILITY CONSTRUCTION INSPECTOR

October 31, 2024

API Individual Certification Programs
(ICP)

Share

Privacy

10. How Do I Update My Email Address on My Credential Account?

- Candidates must reach out directly to ICP to make this change. Once requested, the email will be updated in the ICP system and will then be published to the digital credential.

11. What Happens When My Credential Expires?

- You can still log in and view expired credentials.
- A warning message will indicate it has expired.
- You can still download the PDF version, which will show the expiration date.

Note: Expired credentials cannot be added to email signatures and may no longer serve as valid proof of active certification.

12. I Have Another Question.

- For more information on how to use your digital credentials, please visit https://help.accreditable.com/s/topic/0T0Ph0000000Zx3OAE/use-your-digital-credentials?language=en_US
- If you need assistance with your digital credentials, please contact Accredible support at support@accreditable.com.