**Foundational Services Reports Available:**

The following guide can be used to:

* **Print Sample Evidence of Completion Report**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Log into ABC Signup:**  Go to <https://admin.abcsignup.com>     |  |  | | --- | --- | | Account Code | i-kan | | Username |  | | Password | abc12345 |   Note: If your office is using the full version of ABC Signup, please use your current username/password |  |
| **Find the Event**  Select “Past Events” at the top of the page  Click “Date” to sort the list chronologically  Click on the event line | **Date**  **Past Events** |
| **Click the Reports Icon** | **Reports Icon** |
| **Find the Report**  Expand “Forms” by selecting the “+” to the left | **Forms** |
| **Select the Report**  Select “Custom Certificates/Letters” | **Custom Certificates/Letters** |
| **Select “Print Certificates** | **Print Certificates** |
| Click Continue with no data entry required | **Continue** |
| Select a participant  Click “Generate Certificates/Letters | **Generate Certificates/Letters**  **Select a participant** |
| Print an Evidence of Completion form as a sample for the office files. |  |