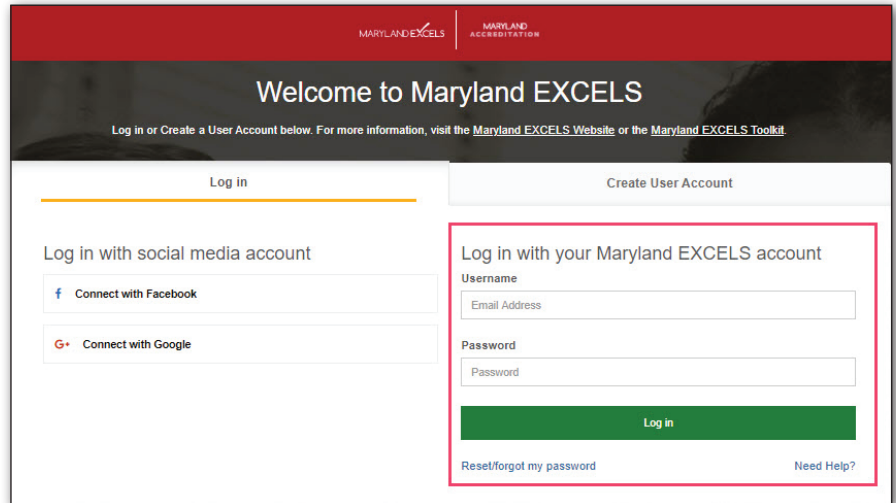


When your program publishes a quality rating at any level, a Maryland EXCELS Quality Rating Certificate becomes available in your Maryland EXCELS account. This certificate can be downloaded and/or printed at any time.

### STEP 1

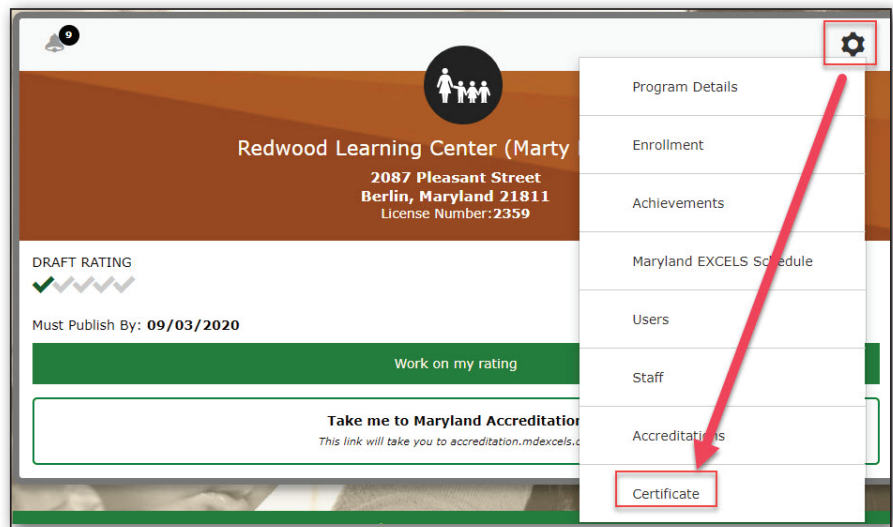
Access the Maryland EXCELS system at [excels.marylandexcels.org](https://excels.marylandexcels.org) and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select “Reset/forgot my password.”



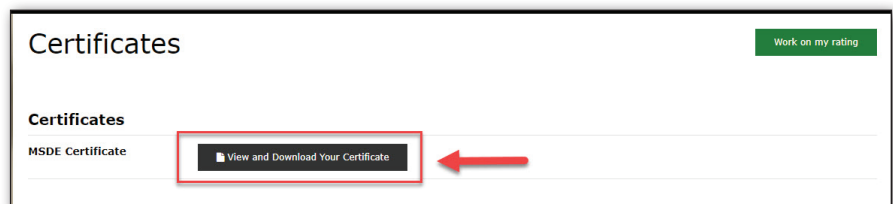
### STEP 2

Select the **Program Menu** (⚙️) icon, then select **Certificate** from the list of options.



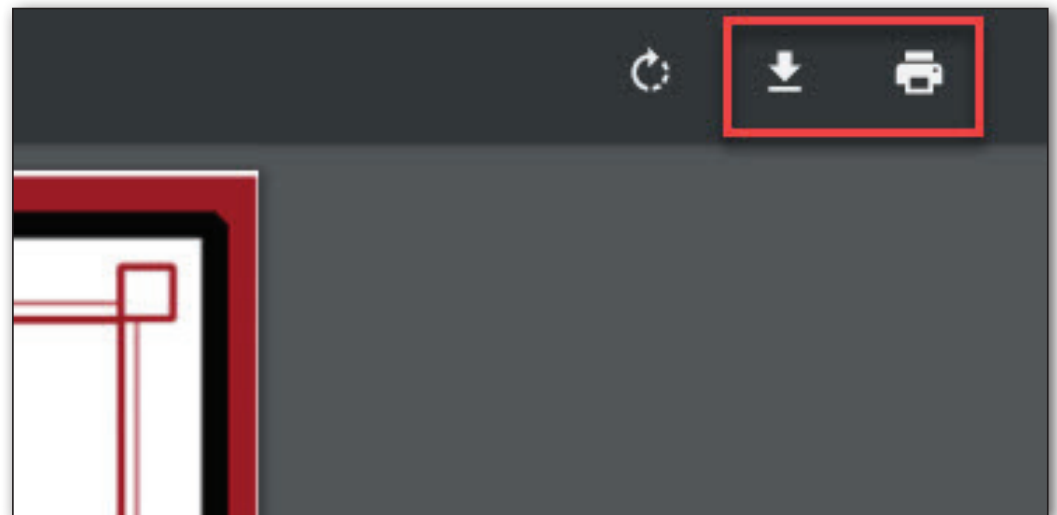
### STEP 3

Select **View and Download Your Certificate**.



STEP  
4

From the top menu bar, select the **arrow icon** (↓) to download and save your certificate, or the **printer** (🖨️) icon to print.



If you have questions about this process or issues related to accessing your certificate, please email [info@marylandexcels.org](mailto:info@marylandexcels.org) or, for 24/7 technology support, please call 443-872-9250.