

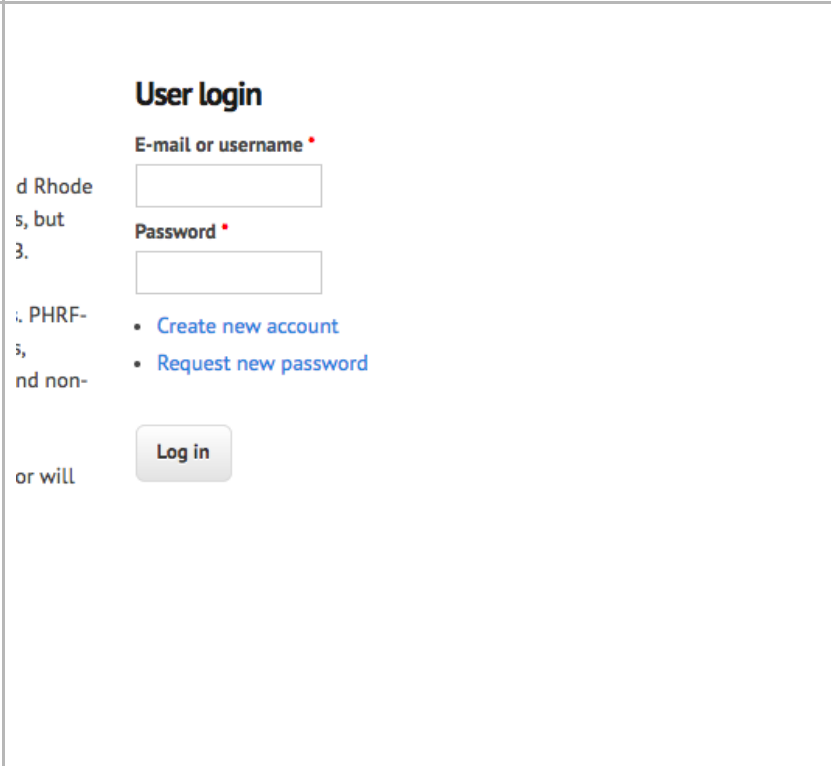
2018 PHRF-NB CERTIFICATE RENEWAL OR NEW CERTIFICATE

Renewal of PHRF-NB certificates or generation of new certificates will be processed differently this year. Like last year the renewal and application procedure is online. However, this year, payment for certificates will be online via credit card as well.

Summary for existing PHRF Certificate holders

Paying for a PHRF Certificate

Before you renew or apply for a new certificate, you must pay for the certificate.

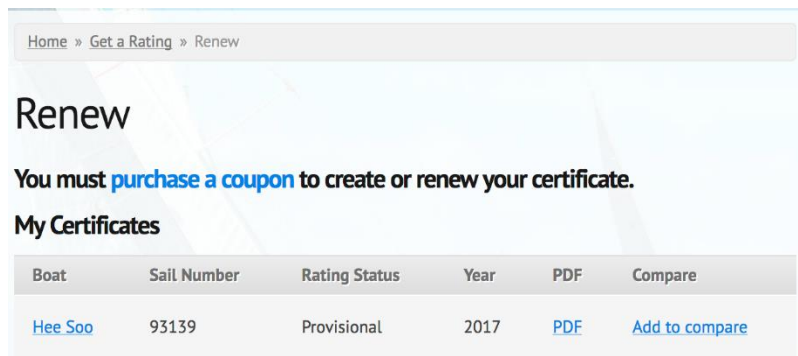
<p>Go to the PHRF-NB website in any browser. www.phrf-nb.org</p>	
<p>If you had a certificate in 2017 login to your account.</p> <p>If you are a New PHRF Member you must “Create a new account”. Click on “Create new account”.</p> <p>If you had a recent certificate but did not renew in 2017, you may already have an account. The email address that you supplied us with the previous certificate is the username. If you try to register and get a message saying the account already exists, you may click on “Request new password”.</p>	 <p>User login</p> <p>E-mail or username *</p> <input type="text"/> <p>Password *</p> <input type="password"/> <ul style="list-style-type: none">• Create new account• Request new password <p><input type="button" value="Log in"/></p>

Once you have logged in or created an account and logged in, choose “Get a rating” from the main menu.

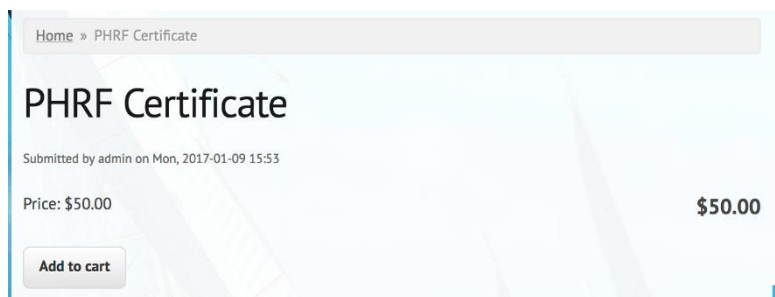
In the page “Get a PHRF Certificate” select item #3 “Renew* a certificate or apply for a new certificate”



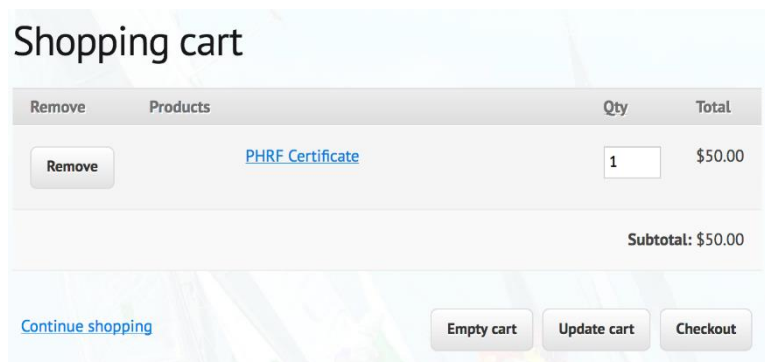
You will be prompted to pay for your PHRF Certificate. Click on “purchase a coupon” under the title “Renew”. If you have more than one certificate to renew you will have to purchase one coupon, renew a certificate then purchase another certificate and renew the next one.



Add the certificate to your cart (click on the “Add to cart” button) and proceed with the checkout process.



If ready then click on the “Checkout” button to proceed with the checkout process.



Enter your billing information and click on the “Review order” button.

Billing information

Enter your billing address and information here.

Saved addresses

Select one... ▾

* First name

* Last name

Company

* Street address

* City





* State/Province

* Country

* Postal code

Phone number

Payment method

Credit card via Authorize.Net    

Subtotal: \$50.00
Order total: \$50.00

Continue with checkout to complete payment.

If the order information is correct, click on the “Submit Order” button.

Cart contents

Qty	Products	Price
1 ×	PHRF Certificate	\$50.00

Customer information

E-mail: eric@example.com

Billing information

Address: PHRF RACER
111 STREET AVE
ANYTOWN, RI 02134

Payment method

Subtotal: \$50.00
Order total: \$50.00
Paying by: Credit Card via Authorize.Net

You will provide your credit card information on the following page.

Test Mode is enabled; the credit card will not be charged.

You will be taken to a page on Authorize.net for secure credit card processing. Enter your credit card information, confirm your billing information and click "Pay Now".

Payment Information



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

[Cancel](#)

Once you have completed payment you will be sent to the Renew/Create page. If you have more than one certificate to renew you will have to choose one now then start the process again with "Get a rating" and "purchase a coupon".

If you have a certificate (for example a 2017 certificate) that is eligible for renewal (under "Certificate Options") you may select that certificate.

If you are applying for the first time you will only see the option to "Apply for a new certificate"

Under "Renewal options" click on "Create/Renew certificate with changes".

In the box labeled "Certification:" click on the radio button "I understand...".

Renew

Use this form to:

- Create a new PHRF Certificate
- Renew an existing certificate with or without changes

Certificate options *

- Renew: Hee Soo (PHRF#:12640) (Sail: 93139) Expires: 2017
- Apply for a certificate for a new boat

Renewal options

- Create/Renew certificate with changes.

Certification:

- I understand that it is my sole responsibility to notify the handicapper of changes to this yacht which affect measurement points or handicap adjustments or would alter her from a standard boat.

Click on the “Submit” button.

When you click “Submit” you will be presented with a form. If you are renewing a certificate the form will include all the data from last year.

If you are applying for a new certificate, the form will be blank.

Review/complete the form making any necessary changes. You will be required to select “Mast Material” type before you can submit a renewal and possibly other fields.

Please note that some fields may have been added. If these are mandatory and you don’t complete them, you will be prompted to do so.

After completing the form click on the “Save” button near the bottom left.

Yacht

Yacht Name *

Model *

e.g. C&C 35 MK II; for a custom boat (designer): CTM Farr 45'

Sail Number *

Number displayed on your sails.

Designer *

Yacht designer

Manufacturer

Yacht manufacturer.

Hull Serial Number

Indicate hull serial number.

Date Manufactured

Date of manufacture or model year, if known.

Other Ratings

Indicate a PHRF rating received from another area, e.g. NE-PHRF: 72; IMS GP: 622. For new or custom designs.

- Once you submit your certificate, it will be queued for review by a handicapper.
- When your certificate is rated and approved you will receive an email notifying you. *No certificate will be mailed to you.*
- Follow the link in the email to access your certificate. At the bottom of the page that is displayed there is a link to an official PDF version that you may download.
- At anytime you can access your current, past or pending certificates by logging on to the site on the right of the PHRF-NB page and using the “My PHRF” menu at the top. You can print a PDF of any certificate directly from this page.