



APPLYING FOR AN ILLINOIS FOOD SERVICE SANITATION MANAGER CERTIFICATE (FSSMC) (Effective 10/17/16)

- Before you get started:
 - You must have a copy of your national food protection manager certificate.
 - If you are using a computer, make sure you save a copy of your certificate to your computer.
 - If you are using a smartphone or tablet, either save a copy of your certificate from your email, take a picture of the certificate with your smartphone or tablet or screen shot the certificate if you received it by email.
 - You will apply for and pay for your certificate online. If you do not have a debit/credit card or a checking account, purchase a prepaid debit card. These are available at many stores or online and no bank or credit is required.
 - In addition to the \$35 fee for your certificate, there is an additional \$1 processing fee.
 - If you are purchasing a prepaid debit card to use to make the online payment for your certificate, ensure you have \$36 available on the card.
 - You must have a personal email address that is not being used by someone else in the online application system. For example, you **cannot** use your employer's email address.
 - If you do not currently have an email address, there are several options to set one up for free. For example (but not limited to) www.yahoo.com, www.gmail.com. www.hotmail.com .
- Go to the website at <https://ildph.usasafeinspect.com/Login.aspx>
 - If you already have a user account, log in with your User Name and Password
 - If you have forgotten your password, click on
 - If you are a new user, follow the directions on the screen to create a User Name and Password. Choose something for your User Name that you will easily remember, such as, your email address.
 - Next, use your User Name and Password to log in to your account at the same website listed above.
- Do not use the back button on your Internet browser to go back to a previous screen. You must use click on at the bottom left side of your screen.
- Once you are logged in to the website, to apply for a new Food Service Sanitation Manager Certification (FSSMC), hover your cursor over *Certification* in the blue bar across the top and select *Certification List*.
- Click on the arrow in the box and select Food Service Sanitation Manager Certification (FSSMC) from the drop down.
- For questions when completing the online application process, click on the [Help/Instructions](#) link in the top right hand corner of your screen.
- Once your application is submitted online and approved by the Illinois Department of Public Health, you will receive an email (to the email address you provided) stating your application is approved. The approval process could take up to 5 business days.
 - The email will contain an attachment of your Food Service Sanitation Manager Certificate (FSSMC) that can be saved to your computer and/or printed.



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- The email will also contain a link to click on to go to the website to log back into your account with your User Name and Password and you can download and save and/or print your certificate at any time.