Instructions - How to Log into NEIEP

1. Go to www.neiep.org to login
2. If you have not registered for an account, click **REGISTER HERE.** You will create your own username and password. If you are having trouble, email activateneiep@gmail.com for additional assistance in setting up your account.
3. Once you are logged into the NEIEP website you can download your **NEIEP CERTIFICATE** by performing the following:
   a. Click **PROFILE**
   b. Underneath where it says **"INDIVIDUAL PROFILE"** click on **"VIEW CERTIFICATE STATEMENT"**
   c. Your statement will load and appear on the page.
   d. Find the option to **DOWNLOAD** your certificate statement. Different browsers put that option in different places. In Google Chrome and Firefox, it will be at the top right-hand corner of the page. Click on download and save the certificate to your device and give it a name.

Once you save the downloaded certificate you can begin your NYS Elevator Mechanic License application. You will have to upload this certificate to the application.

If you have any issues with logging into NEIEP or finding the certificate, email activateneiep@gmail.com.