

Green Plaque Front-End Manual: Volume Certificates

Created by Orases : February 6th, 2014

Step 1. Go to www.greenplaque.com and select “Certificates” from the Top Navigation

Step 2. Enter your USGBC Project ID and click “RETRIEVE INFO”



PLAQUES & DISPLAYS HARDWARE CERTIFICATES ACCESSORIES USGBC MEMBERSHIP TROPHY CUSTOM

My Account | Downloads | My Cart | Checkout | Log In

COMPARE PRODUCTS

You have no items to compare.

MY CART

You have no items in your shopping cart.

Home / Certificates

ENTER YOUR USGBC PROJECT ID NUMBER

Each Commercial project is entitled to one complimentary certificate packet which will include one congratulatory letter and ten certificates. Precertified projects will receive one letter and one certificate. LEED For Homes projects will receive one letter and two certificates. If you are ordering certificates for more than one project, please place each order separately.

The complimentary certificate order is intended for the owner of the project and can be fulfilled only once.

Enter a LEED Project ID and click “RETRIEVE INFO” to begin the certificate order. Please confirm that the project displayed below is correct. You will be given an opportunity to revise the name of your project in the next step. Click “CONTINUE” to proceed.

Please allow 3 weeks for delivery.

All fields required

RETRIEVE INFO

Step 3. If a valid USGBC Project ID is entered - the window expands to show the specific project details

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Home / Certificates

ENTER YOUR USGBC PROJECT ID NUMBER

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Please allow 3 weeks for delivery.

All fields required

RETRIEVE INFO

Project Name: DUMMY PROJECT 2

Precertified? No

Certification Date: 06/22/2011

Certification Level: SILVER

Rating System: LEED NC

Please check this box if you do **not** want the congratulatory letter included with your certificates.
For this letter, you will be required to enter the project owner's name and address in the following step.

Check the box if you do NOT want the congratulatory letter included with your certificates order. Click “Continue”

Step 4. The next screen will show all of the USGBC Projects that are associated with the same USGBC Prototype ID. The USGBC Project ID entered during Step 2 will already be checked. Check any or all of the associated projects for which you wish to order certificates by clicking each project's button. When complete, click "Continue."

COMPARE PRODUCTS

You have no items to compare.

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Home / Certificates

Project Selection

Please select which project(s) you would like to order certificates for. The project you entered in the previous step has already been selected.

All the projects below are associated to Prototype ID 999999900.

✓	<p>999999901</p> <p>🚫 Certificates Ordered Previously? Yes Certification Date: 2011 Certification Level: SILVER</p>	🚫	<p>999999902</p> <p>🚫 Certificates Ordered Previously? Yes Certification Date: 2011 Certification Level: Certified</p>
✓	<p>999999995</p> <p>🚫 Certificates Ordered Previously? Yes Precertification Date: 2010 Precertified Level: Gold</p>		

CONTINUE

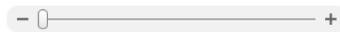
Step 5. For each project checked you will need to fill out specific information pertaining to the project. At the top of the page you have option to order extra certificates or frames for each project.

Home / Certificates / Prototype Complimentary Certificate Bundle

Prototype Complimentary Certificate Bundle



Double click on above image to view full picture



MORE VIEWS



Cover Letter *

Cover Letter +\$0.00

Qty: 1

Certificates *

Complimentary Certificate +\$0.00

Qty: 3

Downloadable Preview *

Document Preview +\$0.00

Qty: 1

Extra Certificates

None

Certificate +\$6.50

Qty: 0

Framed Certificate

None

Aluminum Frame With Laser Etched Glass +\$330.00

Qty: 0

* Required Fields

PRICE AS CONFIGURED: \$0.00

After customizing the extra certificates and frames, scroll down the page to the Project & Owner Details section. This section shows the specific project details; project ID, Type of Certification and Certification Level.

You must complete the project and owner details exactly as it should appear on the Certificates and Congratulatory Letter. The owner information and address are only used for the Congratulatory Letter.

Project & Owner Details

i This project is associated to Prototype ID 9999999900.

USGBC Project ID 9999999902 **CERTIFIED** LEED FOR NEW CONSTRUCTION **CERTIFIED LEVEL**

Please enter all information below exactly as it should appear on the certificate and congratulatory letter. The owner name and address will print on the letter only.

The address is not considered the shipping address for your order. You will have an opportunity during checkout to enter your shipping address.

Project Name *

Maximum number of characters: 35

Project Name (Line 2)

Maximum number of characters: 35

First Name *

Last Name *

Company *

Title *

Address *

Suite,Apt.,etc.

City *

International *

State

Postal Code *

* Required Fields

COMPARE PRODUCTS

You have no items to compare.

CONTINUE

NOTE : You will have the ability to proof the certificate data and make edits before placing the order.

Once completed click "CONTINUE"

Step 6. Repeat Step 5 for each project selected for ordering. The fields will prefill with the data entered during Step 5 to help facilitate this process. Repeat until all project data has been entered.

NOTE: IF you are completing a reorder for a specific Project ID- the fields for the project are NOT editable. The data entered during the first project's order will appear for all subsequent orders.

Project & Owner Details

The information displayed below cannot be changed here. To request a change, please contact us.

i This project is associated to Prototype ID 9999999900.

USGBC Project ID 9999999901

CERTIFIED

LEED FOR NEW CONSTRUCTION

SILVER LEVEL

Please enter all information below exactly as it should appear on the certificate and congratulatory letter. The owner name and address will print on the letter only.

The address is not considered the shipping address for your order. You will have an opportunity during checkout to enter your shipping address.

Project Name

Orases Test

Project Name (Line 2)

Guilford Dr

First Name

Orases

Last Name

Test

Company

Orases

Title

Web Developer

Address

7101 Guilford Drive

Suite,Apt.,etc.

Ste 202

City

Frederick

International

State

Postal Code

21704

* Required Fields

COMPARE PRODUCTS

CONTINUE

Step 7. Once the data for each project has been submitted you are directed to a Preview Page. On this page you will review each Project's Certificate (and Congratulatory Letter.) You MUST check the box next to each Certificate and Letter for every project to approve all information is accurate.

Please be sure to check for errors in the project information and address before approving these documents. Once approved, the project and owner information will be locked and cannot be altered on future orders.

COMPARE PRODUCTS

You have no items to compare.

MY CART


You have no items in your shopping cart.


Home / Certificates

Preview Documents Before Approving


Click below to preview the certificate and congratulatory letter. Please be sure to check for errors in the project information and address before approving these documents. Once approved, the project and owner information will be locked and cannot be altered on future re-orders. Click "DECLINE" to return to the preceding page to make any needed corrections.


USGBC Project ID 9999999901 CERTIFIED SILVER LEVEL

 **View Certificate** Click the checkbox to verify that you have viewed the document and you approve.


 **View Letter** Click the checkbox to verify that you have viewed the document and you approve.


USGBC Project ID 9999999902 CERTIFIED CERTIFIED LEVEL

 **View Certificate** Click the checkbox to verify that you have viewed the document and you approve.

 **View Letter** Click the checkbox to verify that you have viewed the document and you approve.

USGBC Project ID 9999999995 PRECERTIFIED GOLD LEVEL

 **View Certificate** Click the checkbox to verify that you have viewed the document and you approve.

 **View Letter** Click the checkbox to verify that you have viewed the document and you approve.

Decline APPROVE

Review all documents for all projects.

Click "DECLINE" to return to the previous page to make any necessary corrections.

Click "APPROVE" to place order and add all certificates into the Cart.

Step 8. If processed correctly all of the certificates will be added into your shopping cart with a notification box indicating the successful addition for each specific project. The screen with this success message also has additional products (plaques) that you can easily add to your cart for each Project ID associated with the Prototype ID.

COMPARE PRODUCTS




You have no items to compare.

MY CART

There are **3** items in your cart.

Cart Subtotal: **\$49.50**

RECENTLY ADDED ITEM(S)

- 
 Prototype Certificate Bundle Reorder
 1 x \$16.50
[Details](#)
- 
 Prototype Certificate Bundle Reorder
 1 x \$16.50
[Details](#)
- 
 Prototype Certificate Bundle Reorder
 1 x \$16.50
[Details](#)

Home / Certificates

Prototype Certificate Bundle Reorder was successfully added to your shopping cart for project: 9999999901
 Prototype Certificate Bundle Reorder was successfully added to your shopping cart for project: 9999999902
 Prototype Certificate Bundle Reorder was successfully added to your shopping cart for project: 9999999995

We offer a variety of our 8" plaques and mounting hardware sold as sets below. These sets are available for purchase on this page only however, you may continue to purchase any other items found on our website.



8" Laser Etched Clear Glass Plaque with Type A Brackets

\$220.00

These clear glass plaques are laser etched with the year and level of your LEED Certification and the USGBC seal. This 8" plaque, sold with our Type B mounting hardware, is sold as a set and offered at a discounted price. Our glass plaques and brushed aluminum brackets are suitable for indoor or outdoor installation and are accompanied by instructions for easy installation.

- USGBC Project ID 9999999901 Qty:

- USGBC Project ID 9999999902 Qty:

- USGBC Project ID 9999999995 Qty:



8" Laser Etched Clear Glass Plaque with Type B Brackets

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- USGBC Project ID 9999999901 Qty:

- USGBC Project ID 9999999902 Qty:

- USGBC Project ID 9999999995 Qty:




Step 9. You can continue shopping on the website or view Cart to complete check-out.

Additional Features

When adding any USGBC Product, a user will have the ability to purchase the same item for the additional associated USGBC Project ID (USGBC Projects are associated by a USGBC Prototype ID.)

RELATED PRODUCTS

Check items to add to the cart or select all

-  Type AC for 16" Round Plaque
\$176.00
-  Type B for 8" & 16" Round Plaques
\$154.00
As low as: \$110.00
-  Plaque Stand for 5", 8" & 16" Round Plaques
\$115.50
As low as: \$66.00

COMPARE PRODUCTS




You have no items to compare.

MY CART


There are 3 items in your cart.

Cart Subtotal: **\$49.50**

RECENTLY ADDED ITEM(S)

-  Prototype Certificate Bundle Recorder
1 x \$16.50
[Details](#)
-  Prototype Certificate Bundle Recorder
4 x \$16.50
[Details](#)
-  Prototype Certificate Bundle Recorder
1 x \$16.50
[Details](#)


Home / Plaques & Displays / Clear Sand Blasted Plaque



Double click on above image to view full picture

— +

MORE VIEWS



HARDWARE AND PLAQUE SOLD SEPARATELY.

Clear Sand Blasted Plaque

Email to a Friend

\$396.00

Product Description

The 16" Sand Blasted Clear Glass Plaque is the standard plaque for LEED Certified buildings. The year and level of your LEED Certification and the USGBC seal is sand blasted on the front of the glass. These plaques feature beautiful depth and shadow due to the sand blasting process. Please visit our Hardware section to see a variety of mounting brackets and plaque stands which are necessary for installing or displaying your plaque.

These plaques are also available in smaller sizes in 5" and 8" diameters. These smaller size plaques are perfect gifts for those who helped make your LEED Certified project possible. The sand blasting can be done on the front, for wall-mounting or displaying with a stand, or on the back for displaying on a flat surface. We offer plaque stands for the 8" and 5" plaques and our Type A mounting brackets for the 8" plaques. The 5" plaque may be used with our door handle plaque holder. Please visit our Hardware section to view all available options.

For 16" Plaques, please allow 1-2 weeks for standard delivery. Expedited shipping is also available.

For 5" & 8" Plaques, please allow 4 week for delivery. Sorry, expedited shipping is not available.

Not available for expedited shipping.

A USGBC Project number is required to purchase this item. More information available here.

* Size
Choose an Option...

* Side Engraved
Choose an Option...

* Project Number

* Required Fields

\$396.00 Qty: **ADD TO CART**

[Add to Compare](#)

Order for Associated Projects

The project number you entered, 9999999901, is associated to the prototype ID 9999999900.

Select the associated projects below for which you would also like to order the following product:



Clear Sand Blasted Plaque

Size
5" diameter x 3/8"

Side Engraved
Front

9999999901 *Already added to cart from previous page*

- 9999999902
- 9999999995

[CONTINUE SHOPPING](#)

[ADD SELECTED TO CART](#)