

Adding Your IRMI Certification Digital Badge to Your Email Signature



Overview: This document provides step-by-step instructions for adding your IRMI Certification Digital Badge to your email signature.*

**Images in this document display the Energy Risk and Insurance Specialist (ERIS®) badge as an example. However, these instructions will work for all IRMI certifications.*

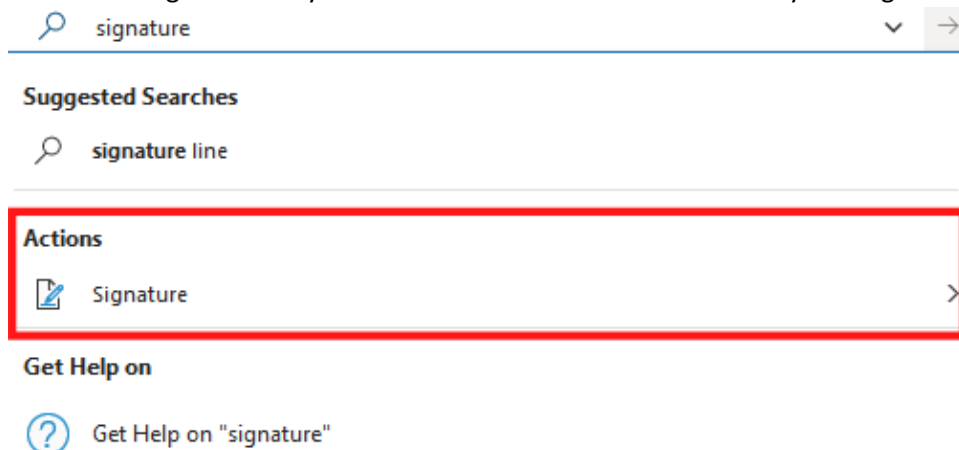
When you complete your certification, you will receive an email from “International Risk Management Institute, Inc., via Credly” inviting you to claim your digital badge. Please allow up to 10 days after you complete your final core course for your email to arrive.

If you need assistance with obtaining your digital badge or have questions about your certification in general, you can contact the WebCE customer service team at (877) 488–9313 or IRMICertifications@WebCE.com.

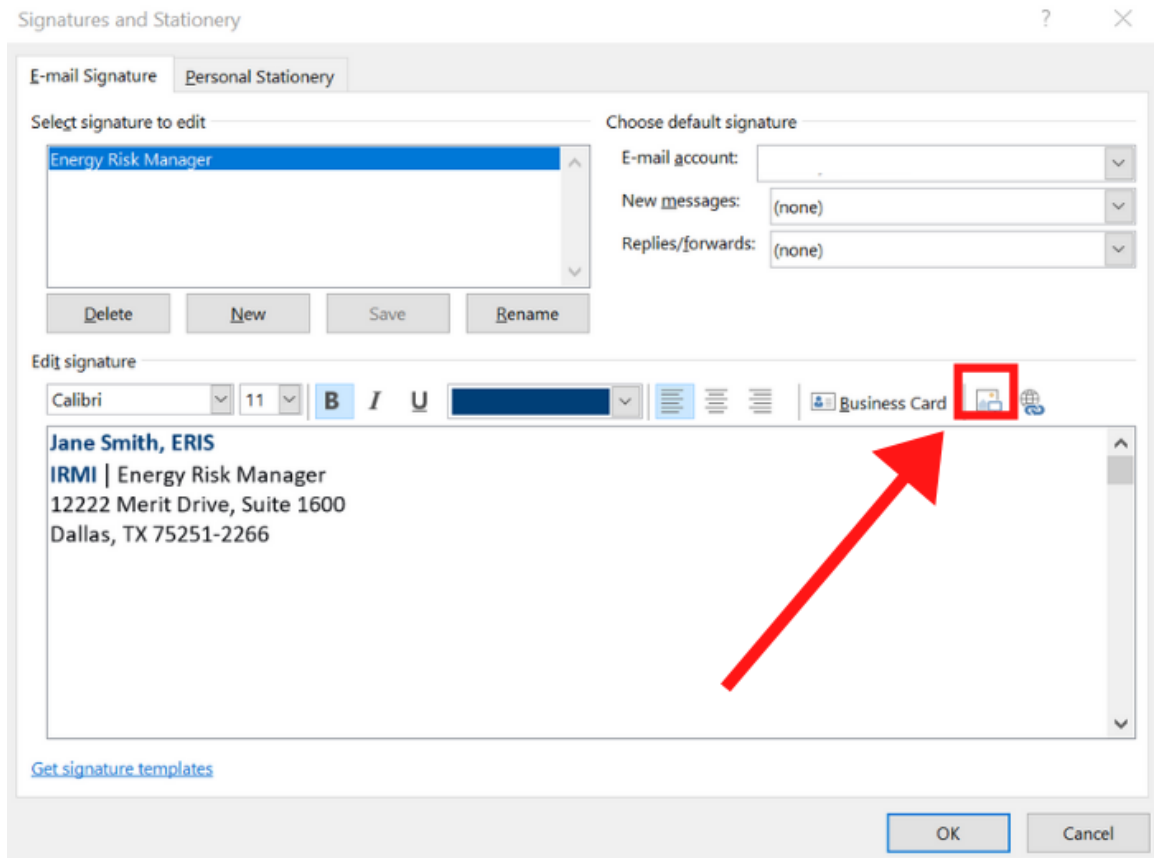
Before you start: You download your badge graphic to follow these instructions. For assistance downloading your badge, please refer to the [Credly Resource Center](#).

Please note: These instructions are based on Microsoft Outlook 2016. Functions and names may vary based on your email service provider or version of software.

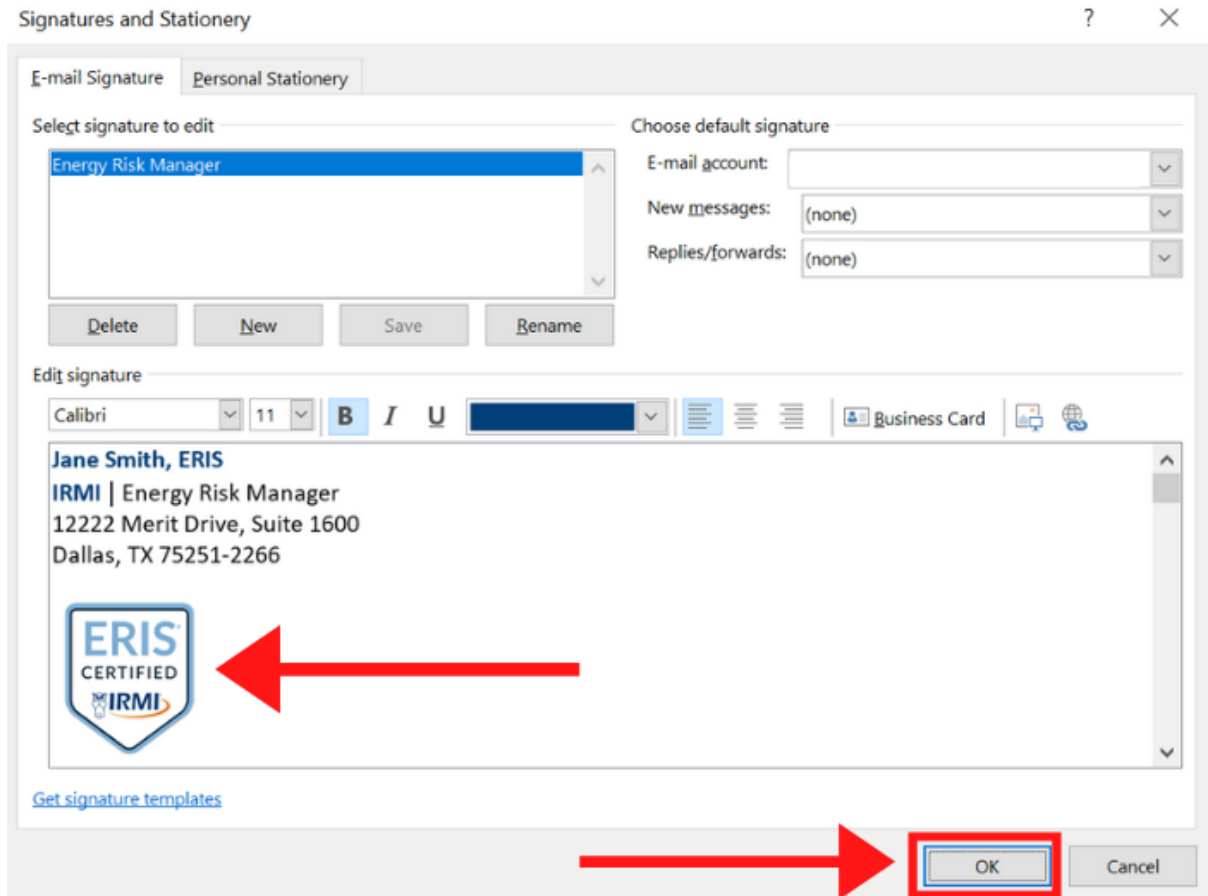
1. Search for “signature” in your mailbox search function and select your “Signature” action.



2. Select the “Insert Image” function on your signature window, navigate to the folder where you have saved your badge graphic, select the file, and insert it to place it in your signature.



3. Your email signature should now look like the image below. You can resize the badge graphic to your liking and select "OK" to finish.



If you'd like more assistance, here are some helpful [Credly videos](#).