

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, **ServSafe, National Registry, etc.....** **The Food Handlers** Certificate does not meet the requirements to obtain an Illinois approved FSSMC 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> You will use the FSSMC button only (make sure you write your username and password down)
 - If you already **have a user account**, log in with your User Name and Password
 - If you have **forgotten your password**, click on

Please write down the username and password you are creating....you are a new user until you have filled in the information that is requested when you press the **FSSMC button** FSSMC is the acronym for Food Service Sanitation Manager Certification

If you are a **new user**, click the button and follow the directions under the USER INFORMATION tab to create a User Name and Password. Choose something for your User Name that you will easily remember.

- After you create a User Name and Password, complete your personal information under the ACCOUNT INFORMATION tab.
- Once all information is entered, click the button at the bottom of the page. Once you click Submit, you will be redirected back to the main **Log In** page. Use your User Name and Password that you just created to log in to your new account. If you are **not** redirected back to the main **Log In** page, go to <https://ildph.usasafeinspect.com/Login.aspx> to log in.

Special Note: Do not use the back button on your Internet browser to go back to a previous screen. You must click on at the bottom left side of your screen if you need to return to a previous screen.

Once you are logged in to your account, 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. Once selected, it will automatically take you to the application.
- Enter your last four social security numbers under the USER INFORMATION tab. Next, click the appropriate Child Support Verification statement. Next, you must attest (check box) that you have taken the required 8 hour food protection manager or FSSMC course. Click the button to continue. **IMPORTANT NOTE: If you have not yet taken a FSSMC course, you cannot go any further because you are not eligible until an 8 hour FSSMC course is completed. If this is the case, log off, complete a FSSMC course and then return to complete the application process.**
- After clicking SAVE, continue completing the application by entering the issue or exam date that appears on your national certificate and upload the required document(s) specified on the screen instructions.
- Once all information is completed, make payment. Select the tab and follow instruction to make payment. Once payment is made, you will be automatically redirected back to the application page. Look over application information one more time and then click and your application will be submitted for IDPH review. Normally, the application review process will take only several days but may take up to two weeks. Once approved, your certificate will be automatically emailed to the email address you provided. The email will contain an attachment of your Food Service Sanitation Manager Certificate (FSSMC) that can be saved to your computer and/or printed. 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.