

# A STEP-BY-STEP GUIDE ON HOW TO SAVE THE .JSON FILE (CERTIFICATE) DIRECTLY AS A PDF

**Version: 1**

**Date: 10<sup>th</sup> May 2024**

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Operated by the Institute of Tourism Studies, Malta



This guide provides a step-by-step guide on how to save the .json file (certificate) as a pdf on your desktop/ laptop. The digital certificates can be stored, viewed, and shared in the Blockcerts Wallet App. However, there is also the option of saving the .json file (certificate) as a pdf if needed.

The users will receive an email directly from [certificates@skillspass.org.mt](mailto:certificates@skillspass.org.mt) with the digital credential attached in the form of a .json file, as shown in the below screenshot (Figure 1). Once you receive the email from IPS, follow the steps below:

Open the **email with the .json file** received from Skills Pass ([certificates@skillspass.org.mt](mailto:certificates@skillspass.org.mt)) as shown in **Figure 1** below and **save the attached .json File (certificate)** on the Desktop.



**Skills Pass Malta has issued a  
credential (certificate) to you**

After downloading and saving the attached .json file to your Desktop/Downloads, proceed to the following link: [Skills Pass Malta - Verification Portal](#)

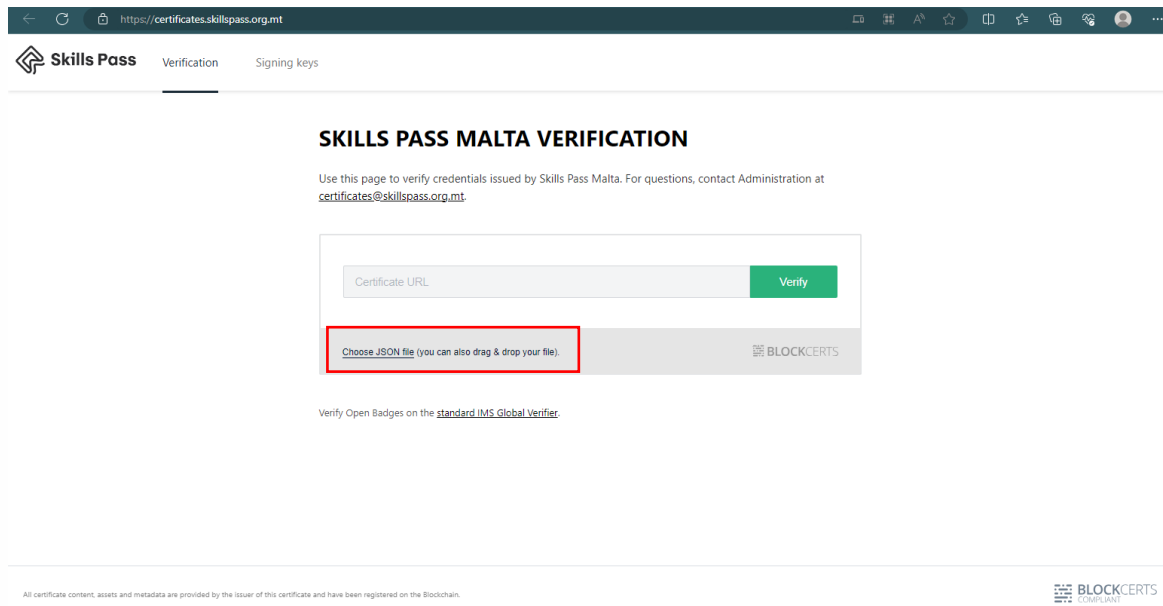
Once you have the Skills Pass Verification Portal [website](#), it will show as per below screenshot. Click on the **Choose .json file** marked in red below.

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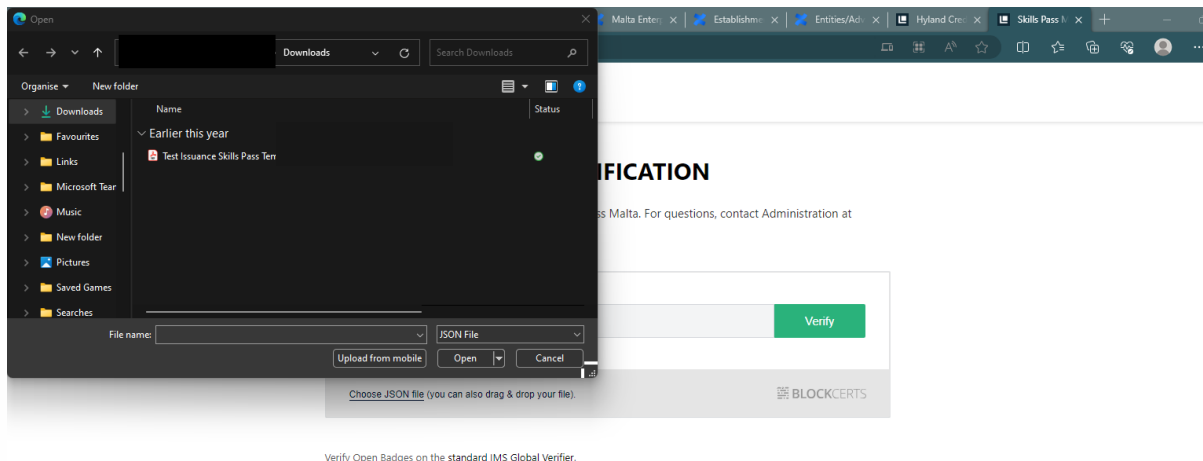
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Once you press on the **Choose .JSON file** option, the directory window will show up to select the .JSON file as shown in the below screenshot. Select the .JSON file that you have downloaded from the email as per instructions above and press the **Open** button.



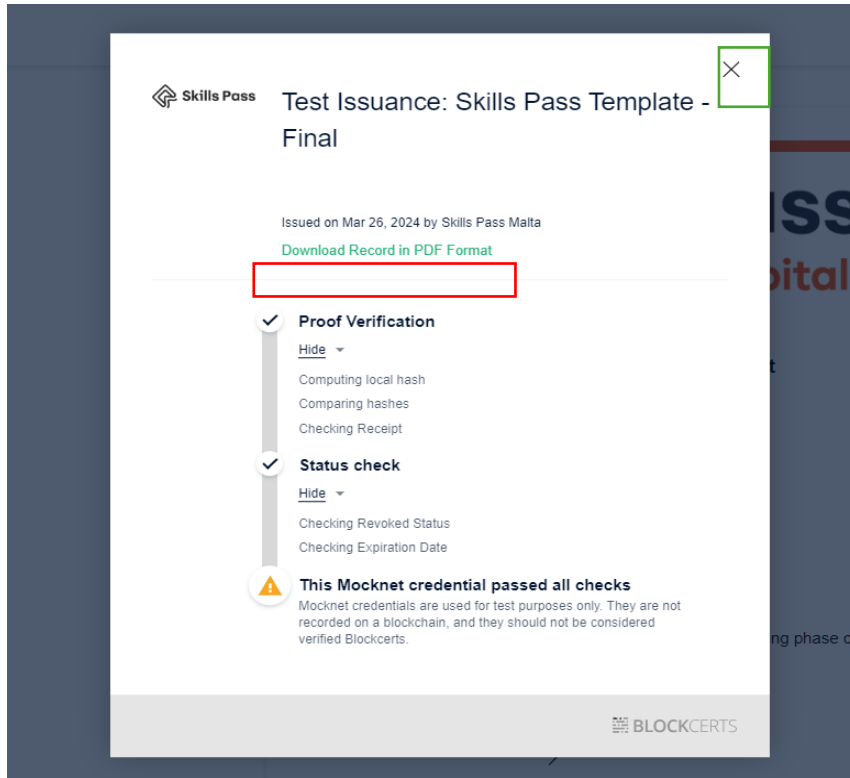
Once the .json file has been selected, the below screenshot will automatically pop up, therefore showing that the certificate is verified and validated. Press on **download record in PDF format** (marked in red) as per below screenshot to download the certificate directly to PDF. Once it is pressed, it will generate the file and downloads the certificate in PDF format. On you are ready, click on X (marked in green) to close it and close the other window.

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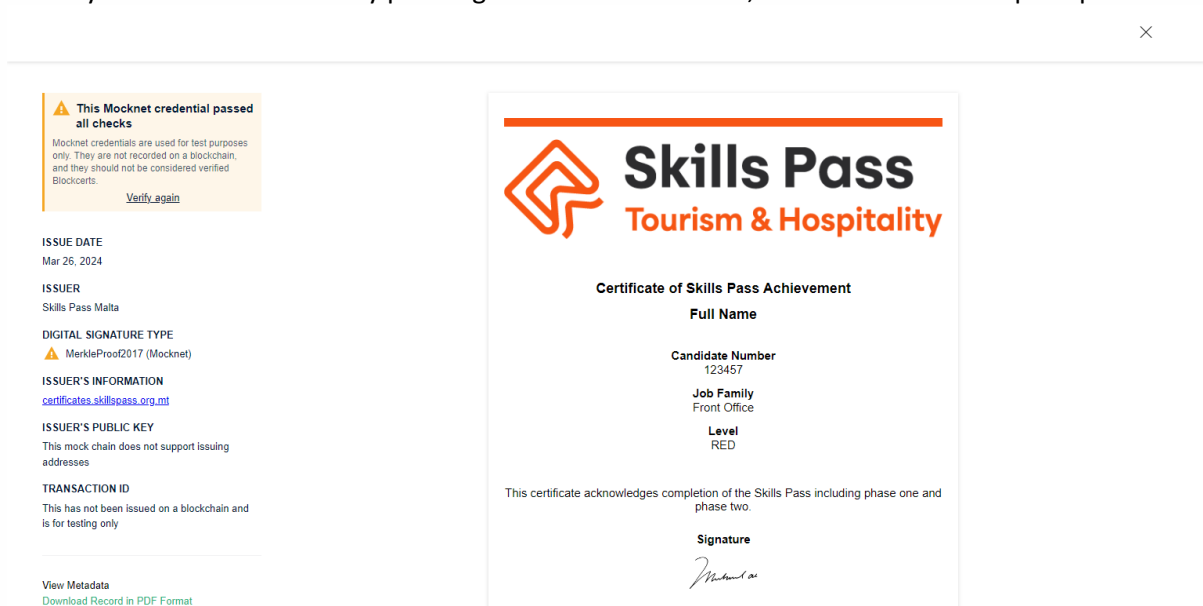
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When you close the window by pressing X as instructed above, the below window is prompted:



When **download record in PDF format** (in green in above screenshot) is pressed, the file will automatically download. The download file consists of 2 pages. The first page contains information about the certificate and a QR code (if the QR code is scanned, it directs you to the link of the certificate and anyone who scans it will be able to verify that the certificate is genuine).

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The second page shows the certificate itself. It is important to note that the full certificate is made up of both pages.

**Important:** Kindly note that the scope of Blockcert certificates is not to have a printed certificate, but to have a digital certificate. If, however, the Download Record in PDF Format is used, the certificate is made up of two pages. The information shown on the first page shows that it is a valid certificate and thus it is important that when presented to other parties the second page is accompanied by the first page so that they can verify that the certificate is valid. Below please find a certificate template. Should you have any queries in this regard, please contact us on [info@skillspass.org.mt](mailto:info@skillspass.org.mt).

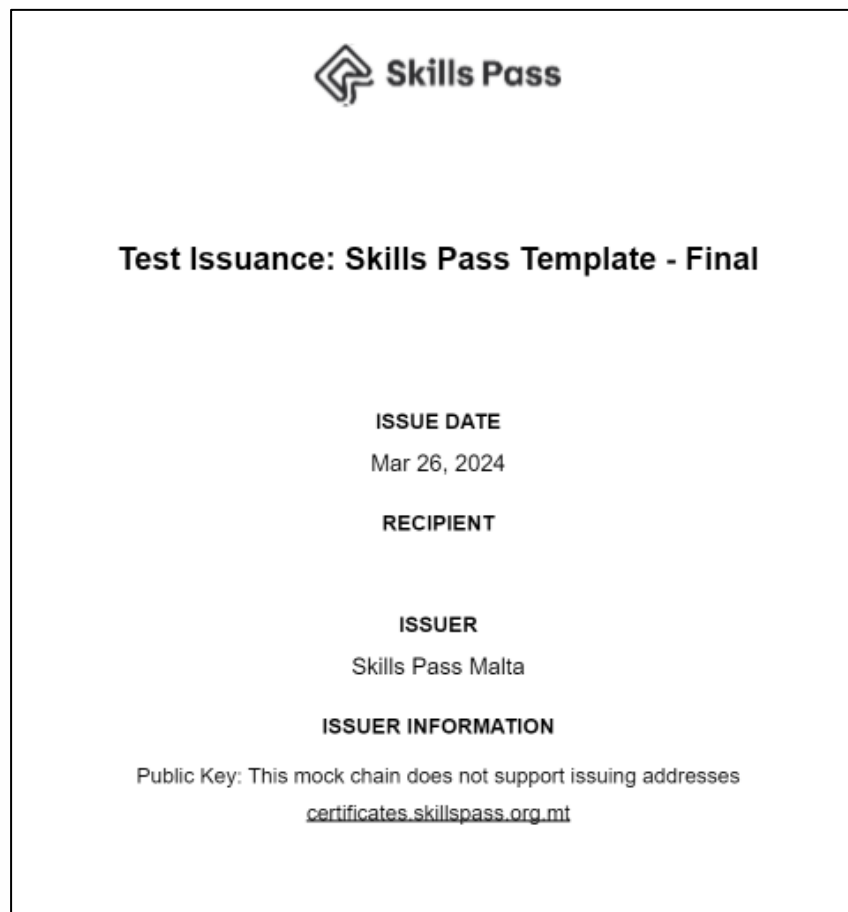


Figure 1: Certificate Template Page 1

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[info@skillspass.org.mt](mailto:info@skillspass.org.mt)

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**Certificate of Skills Pass Achievement****Full Name**

Kevin Fenech

**Candidate Number**

123457

**Job Family**

Front Office

**Level**

RED

This certificate acknowledges completion of the Skills Pass including phase one and phase two.



Senior Manager

Institute of Tourism Studies - Malta

**Issuance Date**

10-Apr-24

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Figure 2: Certificate Template Page 2

