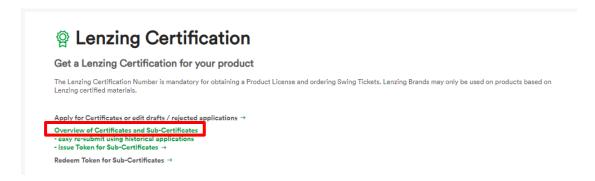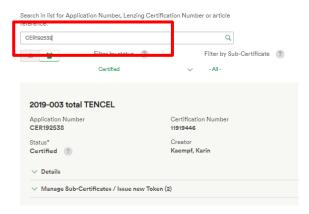# How to Create a Token for a Sub-Certificate

Please note: Only the Fabric Producer who produced the Fabric can create a Token, which is needed for the Fabric Trader to submit an application for a Sub-Certificate.

1. Login to your E-Branding Service account
2. Go to "Overview of submitted applications"

3. **Search the Certification application** you want to hand over to your customer to get a Sub-Certificate
   a. via the Search field, or by setting the filter "Certified"

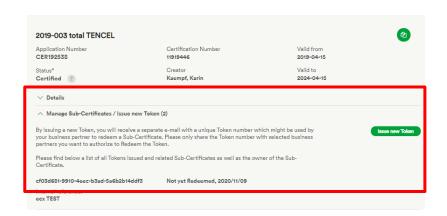   <u>Please note:</u> Token can only be created on valid Certifications!

4. Click on "**Manage Sub-Certificates / Issue new Token**"
   a. A drop-down opens
      Please note: In case you already created some Tokens, you will find them listed up below and the number of created Tokens in the bracket. (e.g. 2 in this case)
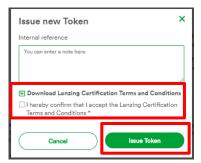
5. Click on "**Issue a new Token**"

  a. A pop-up opens
  b. OPTIONAL: **Fill in a reference** for your internal use (e.g. who will get this Token).
     This helps to better identity the Token you have created.
  c. Confirm by **ticking the check box** that you have read and understood the **Lenzing Certification Terms and Conditions**.
  d. Click on "**Issue Token**"

6. You will now receive an **e-mail with the Token** and further information.
7. The **Token** can now be forwarded together with the **attached PDF** (manual for the fabric trader) to your customer.

Please carefully consider:

- Lenzing might only check the validity of the Token and not if the intended business partner is redeeming the same.
- So please take care that the Token is shared only with the trusted business partner who is allowed to Redeem the Token and receive a Sub-Certificate.
- It is your soul responsibility to treat the Token confidentially. In case of any misbehavior or the wrong addressee was redeeming the Token, you might use the withdraw function in the E-Branding System.