I’m a Certifier with only One Effort Statement (Base or Supplemental)…
Certifiers with Base Effort

Most often Certifiers will access Effort Statements from an email link opening the effort statement directly.

After reviewing effort, select the check box associated with the “Grand Total” to confirm review.

Select “Certify” once all effort is reviewed and confirmed.

Note: If you believe effort is incorrect, contact your Effort Coordinator.
Certifiers with Base Effort (cont.)

Complete the attestation by selecting “I Agree”.

Confirm statement has moved to the next step of the process.

Note: If you only have Supplemental Effort, follow the same process. Your statement will just be for your Supplemental Effort.
I’m a Certifier with both Base and Supplemental Effort Statements...
Certifiers with Base and Supplemental Effort

Most often Certifiers will access Effort Statements from an email link opening the effort statement directly.

Notice – two statements are available and highlighted. If only one is highlighted, you are only seeing the highlighted statement. Use the “shift key” and select the line not highlighted to highlight both.

Review and confirm by selecting the box, all effort on both statements.

Note: If you believe effort is incorrect, contact your Effort Coordinator.

Select “Certify Checked” to certify both base and supplemental effort once all effort is reviewed and confirmed.
Certifiers with Base and Supplemental Effort (cont.)

You’ve confirmed both effort statements if both are listed in the attestation.

Complete the attestation by selecting “I Agree”.

Confirm statements have moved to the next step of the process.
I’m a Certifier with Total Professional Effort (TPE)…
Certifiers with Total Professional Effort (TPE)

Most often Certifiers will access TPE from an email link. The TPE confirmation screen will display first and once TPE is confirmed you will move to your effort statement(s).

Detailed instructions of required actions are listed here. If you are unsure of the date range to use, contact your Effort Coordinator.

Select appropriate action based on change that is being made.

Once TPE is confirmed, select home to return to your effort statement(s). You will need to go to the “Pending Certification” section to open statement(s).
Certifiers with Total Professional Effort (TPE)

In the event that Certifiers do not access TPE from the email notification that will be sent, TPE can be accessed from the Certifier’s effort statement. TPE must be certified before certifying base and/or supplemental effort. Once TPE is certified, return to the home screen to access and certify the effort statement(s) as appropriate.

Select the scroll icon located at the top of the effort statement. Select “Total Professional Effort” in the box that appears. Follow the guidance on the previous page to certify TPE.

WARNING - You cannot certify this Effort Statement because you only have the right to save other users’ Statements.
WARNING - This Effort Statement cannot be certified because there is an open TPE statement.
I’m a Certifier with Effort
Supporting DUHS (ES-DUHS)
Certifiers with Effort Supporting DUHS (ES-DUHS)

Most often Certifiers will access ES-DUHS from an email link. It can also be accessed from your effort statement. Note: ES-DUHS cannot be confirmed until all other effort statement(s) have been processed.

Review ES-DUHS to confirm accuracy. Effort Coordinators typically pre-populate data. If you feel changes are necessary, contact your Effort Coordinator before taking action.

Select “Confirm Reporting Period” when confirming quarterly period and select “Confirm” for annual certification.
Certifiers with Effort Supporting DUHS (ES-DUHS)

In the event that Certifiers do not access ES-DUHS from the email notification that will be sent, ES-DUHS can be accessed from the Certifier’s effort statement. Note: ES-DUHS cannot be confirmed until all other effort statement(s) have been processed.

Select the scroll icon located at the top of the effort statement. Select “Effort Supporting DUHS Statement” in the box that appears. Follow the guidance on the previous page to certify ES-DUHS.