

## FFR Certification Process

### Certifying FFR Financial Status Reports and the Cash Disbursement Report

The following 6 steps must be followed to certify FFR reports:

- ① Click on the 'Certify' button.
- ② Read the pop-up text Box and click 'OK'. When you click OK, the 'Certify' button changes to a 'Submit' button.
- ③ Type your full name in line 13b.
- ④ Check the box below line 13b attesting to the completeness and accuracy of the report.
- ⑤ Click on the 'Submit' button to complete the certification process.
- ⑥ The process is complete when you see the 'Certify Transaction Complete' screen.

This flowchart below shows the certification steps 1-6.

