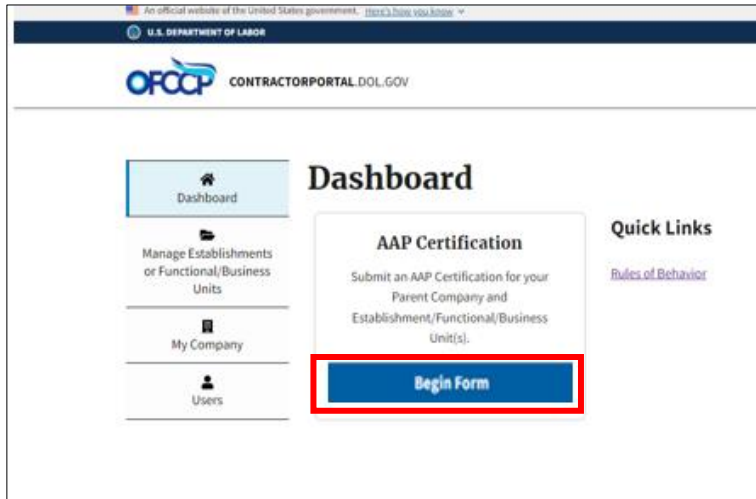# Contractor Portal Certification Process

Step 1. After logging in to OFCCP's Contractor Portal, from the *Dashboard* tab, click 'Begin Form' on the 'AAP Certification' tile.

Step 2. Select the appropriate response and affirm the Declaration Statement.

Step 3. Select one or more establishment(s) or functional/business unit(s) to certify. To download the list of establishment(s) or functional/business unit(s) you are certifying, click the "CSV Export" button.

Step 4. Once you select the establishment(s) or functional/business unit(s) requiring certification, click the "Submit Certification" button. You are done!