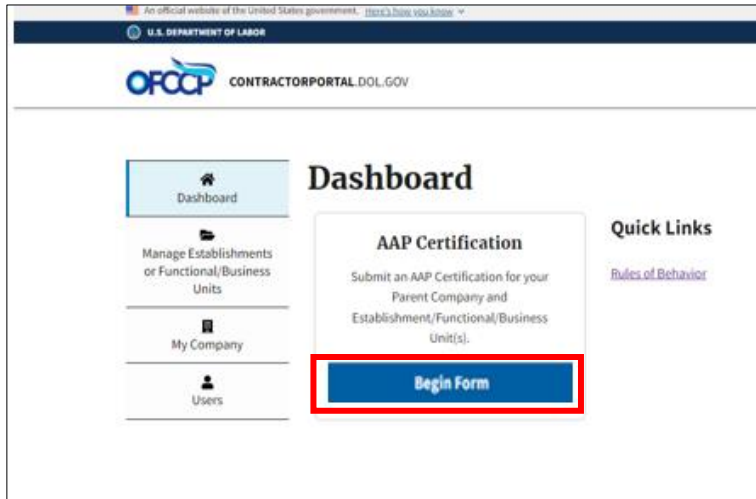


Contractor Portal Certification Process

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 1 of 2: Certification Question and Declaration Statement

Certification Question

The contractor represents that:

- 1. Entity has developed and maintained affirmative action programs at each establishment, as applicable, and/or for each functional or business unit. See 41 CFR Chapter 60.
- 2. Entity has been party to a qualifying federal contract or subcontract for 120 days or more and has not developed and maintained affirmative action programs at each establishment, as applicable. See 41 CFR Chapter 60.
- 3. Entity became a covered federal contractor or subcontractor within the past 120 days and therefore has not yet developed applicable affirmative action programs. See 41 CFR Chapter 60.

Note: Covered contractors must develop an AAP within 120 days of entering a federal contract or subcontract. New contractors who select option three (3) will have 90 days from the development of their AAPs to access the Contractor Portal and update their certification.

Declaration Statement

The contractor represents that:

I attest that this Affirmative Action Program (AAP) certification is true and correct to the best of my knowledge. I understand that the penalty for making false statements with respect to this certification is prescribed in 18 U.S.C.1001.

I affirm this declaration *

Continue

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 2 of 2: Establishments or Functional/Business Units

Have you updated your Establishment or Functional/Business Unit records?
 Before submitting your AAP Certification, navigate to your [Dashboard](#) to update Establishment or Functional/Business Unit details or create new Establishment or Functional/Business Unit records.

The following are Establishment or Functional/Business Unit record(s) linked to your profile which have not yet been certified. Please select the Establishment(s) or Functional/Business Unit(s) you would like to certify based on the responses from the prior screen.

<input type="checkbox"/>	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit Number	Physical Address
<input checked="" type="checkbox"/>	XYZ ABC CO	0381ZTNH	200 Constitution Ave NW Washington, DC 20210 United States

[CSV Export](#) **Submit Certification**

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

Step 2 of 2: Establishments or Functional/Business Units

Have you updated your Establishment or Functional/Business Unit records?
 Before submitting your AAP Certification, navigate to your [Dashboard](#) to update Establishment or Functional/Business Unit details or create new Establishment or Functional/Business Unit records.

The following are Establishment or Functional/Business Unit record(s) linked to your profile which have not yet been certified. Please select the Establishment(s) or Functional/Business Unit(s) you would like to certify based on the responses from the prior screen.

<input type="checkbox"/>	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit Number	Physical Address
<input checked="" type="checkbox"/>	XYZ ABC CO	0381ZTNH	200 Constitution Ave NW Washington, DC 20210 United States

[CSV Export](#) **Submit Certification**