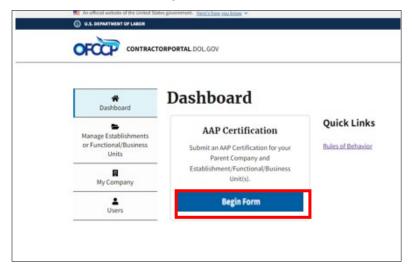


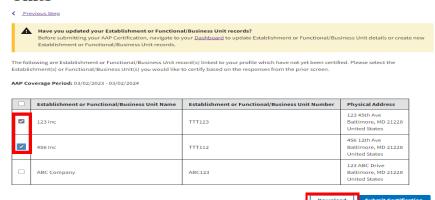
Contractor Portal Certification Process

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



Step 3. Your AAP Coverage Period Date now appears above the list of establishments. 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) click the "Download" button.

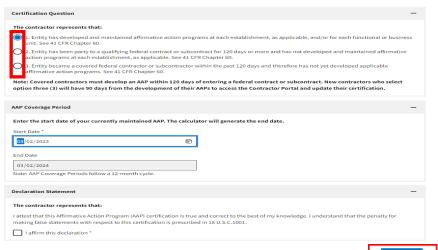
Step 2 of 2: Establishments or Functional/Business Units





Step 2. Select the first response and then enter the start/end date for your certification coverage period. Select the second or third response if the start/end coverage period dates do not apply. Then check the "I affirm this declaration" box and click continue.

Step 1 of 2: Certification Question and Declaration Statement



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

