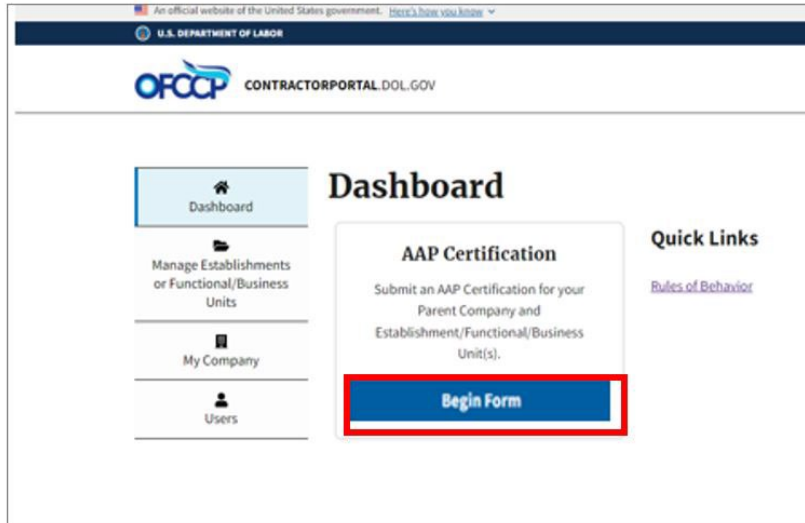
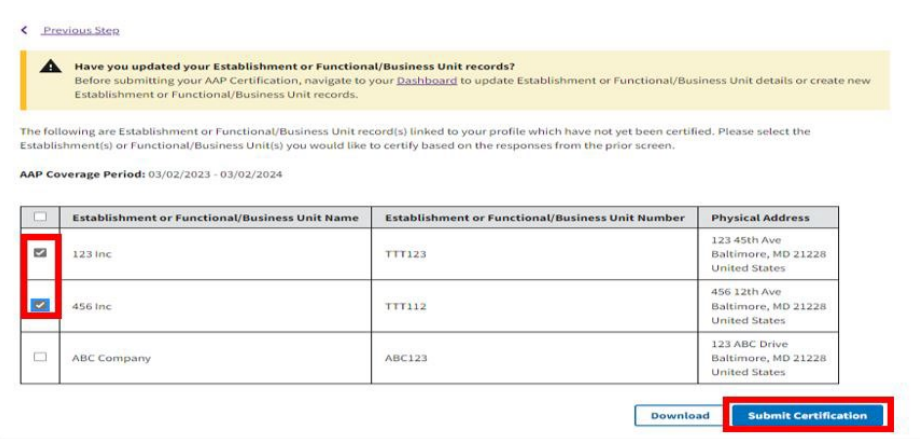


Contractor Portal Certification Process

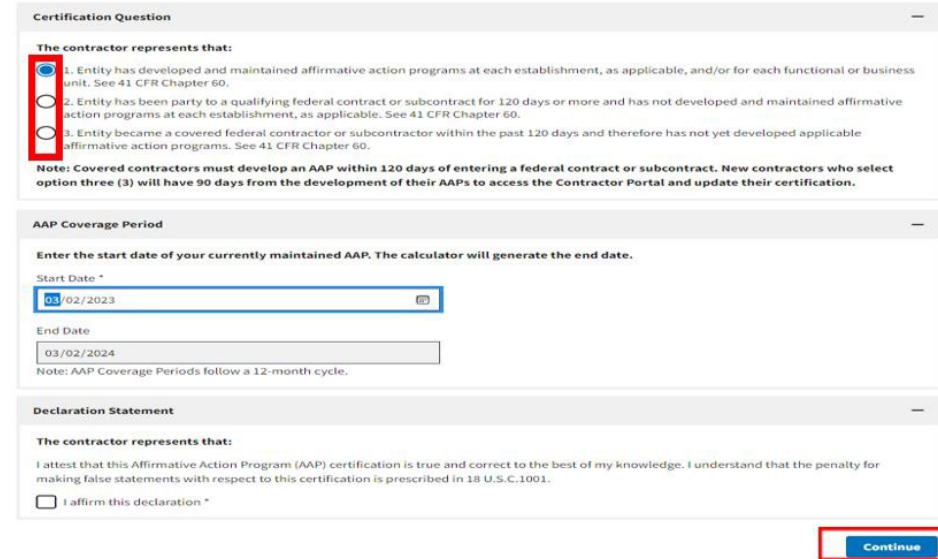
Step 1. After logging in to OFCCP's Contractor Portal, from the Dashboard tab, click 'Begin Form' on the 'AAP Certification' tile.



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.



Step 2. Select the appropriate certification status. If you select statement 1, also enter the start date of your currently maintained AAP. Then check the "I affirm this declaration" box and click continue.



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

