

# ERS JOB AID FOR CERTIFIERS

<http://ers.ucop.edu/ucsb/enterERS.do>

**ERS SIGN-IN** ?

User Name:  1

Password:  2

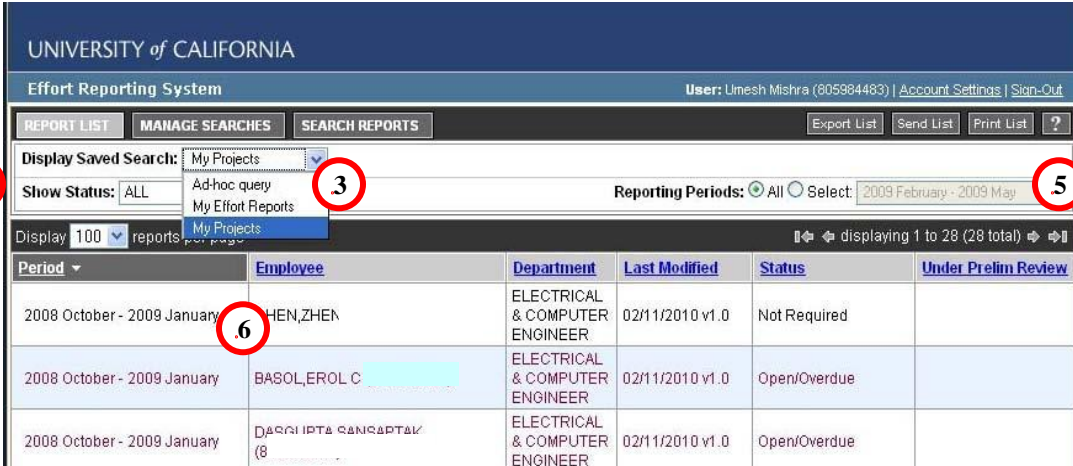
If you do not have a password, or you do not remember your password, click [here](#) to receive an e-mail that will allow you to create a new password.

3 To certify your own report, click “My Effort Reports”; To certify your staff’s Effort Reports, click “My Projects”

4 Select desired status

5 Select desired Reporting Period

6 Select an Effort Report to review and certify



7 Stop here if you have any questions about the values in these columns. Contact your reviewer for corrections.

Does this report require Multiple Certifications?  
If YES, go to step 8.  
If NO, go to step 9.

8 If your report requires Multiple Certifications, check this box

If you have first hand knowledge of work performed for this period please confirm effort reported reflects actual effort prior to certifying report. If you have questions or changes, contact your reviewer.

9 Click on the “Certify Effort Report” button when the above information is confirmed.

10 Finally, click the SAVE button to save your certification

You will be prompted to “confirm first hand knowledge” before you finalize certification.

