

Update Your Certification

If your interests change during the year, update your certification to reflect those changes.

The screenshot illustrates the 'Update Your Certification' workflow. It is divided into several sections:

- My Current Actions:** Contains a button labeled 'Create My Certification' with a blue arrow pointing to it labeled '1'.
- My Inbox:** A dropdown menu with 'Filter by' and 'Name' options.
- Form:** A text area with a red asterisk and the text '* Please enter why you are updating your disclosures:'. A blue arrow labeled '2' points to the text area.
- My Current Actions:** Contains an 'Edit' button with a blue arrow pointing to it labeled '3'.
- History:** A dropdown menu with 'Filter by' and 'Activity' options.
- Navigation:** A top bar with 'Save | Exit | Hide/Show Errors | Print... | Jump To: Institutional Responsibilities'. A blue arrow labeled '4' points to the 'Institutional Responsibilities' dropdown menu, which is open and shows options: 'Institutional Responsibilities', 'Disclosure Details', 'Additional Information', and 'Assurance and Certification'.
- Confirmation:** A section with a yellow header '***BEFORE YOU FINISH***'. It contains two instructions: 'To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"' and 'To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"'. Below this is a checked checkbox and the text 'My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements.' A blue arrow labeled '5' points to the checkbox. At the bottom, there is a navigation bar with '<< Back', 'Save | Exit | Hide/Show Errors | Print... | Jump To: Assurance and Certification', and a 'Finish' button with a blue arrow labeled '6' pointing to it.

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1. From My Inbox, click **Create My Certification**.
2. Type the reason for the update and then click **OK**.
3. In the certification workspace, click **Edit**.
4. Update the certification. **Tip:** Click the **Jump To** menu to go to the page you want to update.
See [Update Disclosures](#) to add, edit, or delete disclosure details.
5. On the last certification page, select the check box to submit the updated certification.
6. Click **Finish**. You can log off the system.