

**Step 1: My Duty Station Workload**

- I. From the left navigation, click on the [My Duty Station Workload](#) link.
- II. To begin processing an application, click the **Process** button next to the selected application.

**Step 2: General**

- I. Review the application information.
- II. Once you have completed your review of the application, click the **Next** button.

**Step 3: Inspections**

- I. To add an inspection, click the **Add New Inspection** button.
- II. Enter the inspection information and click the **Save** button.
- III. Once you have completed adding all the inspections for this application, click the **Next** button.

**Step 4: Treatments**

- I. To add a treatment, click the **Add New Treatment** button.
- II. Enter the treatment information and click the **Save** button.
- III. Once you have completed adding all the treatments for this application, click the **Next** button.

**Step 5: Additional Declarations**

- I. Enter additional declaration information in the textbox. You can also select a standard statement from the dropdown and click the **Add** button.
- II. When you have completed entering your information, click the **Next** button.

**Step 6: Certificate Adjustment (& Payment)**

- I. You have the option to make certificate adjustments on this page. After making your adjustments, click the **Save Current Adjustments** button located in the middle of the page.
- II. To preview the certificate as a draft, click the **Preview Certificate** button.
  - a. If you are processing a Federal application, you can also update the Payment information on this page.
  - b. If you are processing a State/County application, you can also enter State/County information on this page.
- III. When you have completed adjusting the certificate, click the **Issue Certificate & Charge Fee** (for Federal certificates) or **Issue Certificate** (for State/County certificates) button.

**Step 7: Print Certificate (& Optional Fee Correction)**

- I. The application status is now **Issued**.
  - a. If a fee was charged (Federal certificates), you have the option to correct the fee by clicking the **Correct Fee** button.
- II. Click the **Generate Original Certificate** to view and print the certificate. The certificate will open in a new window.
- III. If the certificate has printed correctly, click the **Printed** button. This will change application status to **Printed**. The message "**This certificate has been successfully printed.**" will display along with the **Generate Certificate Copy** button.