1. Access ECC for your certification through the email you received or by going directly to the ECC environment at https://unthsc.huronecc.com/ecc/.

2. Log into the application with your UNTHSC username/password.

3. You are viewing the home page. The home page will display your worklist. The worklist displays three sections:
   a. Effort Statements
   b. Associated Project Statements
   c. Associated Delegated Project Statements
4. Per UNTHSC’s policy, you are required to certify your Effort Statements and your Project Statements.

5. To access your Effort Statements for certification, click on any link associated to the line under Effort Statements.

6. The Effort Statement
   a. is split into two sections, Sponsored and Non-Sponsored
   b. lists all Payroll, Committed Effort, and UNTHSC Paid Effort (cost share) for each account that has salary charges, as well as the Certified Effort

7. On the Effort Statement, review all accounts, payroll percentages and computed effort for accuracy.
   a. Your Department Administrator has already reviewed your statement and it should be accurate. If you have questions about your statement, you can click the ‘Get Help’ button to email the administrator about any issues you may be having.
   b. You have the ability to toggle to $ or run the payroll report to view dollars associated to the effort statement
8. To certify the Effort Statement
   a. Select the individual check boxes under the ‘Certify?’ column or select the last check box, which is a ‘check all’.
   b. Select the ‘Certify?’ button which has now appeared

9. Review the attestation statement and select ‘I Agree’ to complete the certification.

10. Your Effort Statement is complete and has been removed from your worklist.