REQUIREMENTS FOR REPORTING INSTALLATION CERTIFICATES

A monthly report is due by the 15th of each month for the previous month's usage, from the 1st through the 31st. Whether you used Certificates or not for the month you are still required to report in your dashboard no exceptions.
Certificates that were purchased in your SalesForce dashboard will be reported per the instructions below.

Instructions to report Installation Certificates

Open Dashboard then click on "Certificates and Labels" then click on "Submit Certificate Reports"

On the first of each month, is the opportunity to report on your dashboard, for the prior month. Use the dropdown and choose your license number.
Once the tab opens a view of all Certificate numbers that have not been used (affixed) will populate.
You have 3 choices on how to report each certificate monthly.
1. Per each Certificate number that has been affixed, you will enter the install information OR 2. Per each Certificate number you did not use, you will click on No Activity OR 3. If you did not affix any certificates for that month you will click on **No Activity on all for the month**
Important that you scroll to the bottom after 5 entries, save and exit then move to the next 5 and repeat. Once you have entered the reporting for each certificate using one of the 3 choices above, you will scroll down and hit **SUBMIT.**
TIP: You can prep the affixed certificates prior to submitting, you will hit save and exit for each entry. Save and Exit is located at the bottom of the page.
Tip: On the installed (affixed) certificates, if entered correctly they should not populate the next month.   **If a Certificate # has been used (affixed), and appears again, send an email with the certificate number and the month you submitted the certificate.**

Note: Certificates purchased prior to February 24th, 2022 will be reported by email only, sent to the omh.insignia@azhousing.gov