1. Open your Web browser and go to: www.uwex.edu/business-services/extramural/effort-reporting.html.

2. Click the link button that says: Effort Certification and Reporting Technology (ECRT) system.

   **Effort Certification and Reporting Technology (ECRT) system**
   This link will take you to the on-line ECRT certification system where effort must be certified and processed.

3. On the Login Screen:

   - Choose “University of Wisconsin-Extension” in the Campus drop-down menu. Check the box for “Remember my selection for this session.” Click Go or hit Enter.

   ![Login Screen](image)

   - Enter your **Username** and **Password**. Click the Login button.

   ![Login Screen](image)
4. **On the ECRT Welcome Screen:**

   - Click the **Continue** button.

5. **On the ECRT Home Page:**

   - Review the list of statements that you need to certify. Click on any name or link to navigate to the certification page.

   In this version of ECRT you certify your own statement on the same page as the other statements that you are responsible for certifying.
6. Select individuals from your Work List by clicking on their names. You can select multiple names by holding down CTRL or Shift and clicking the names. You can also click the button to display up to 25 statements at once. Scroll down to see the effort statement(s).

7. Determine the effort distribution for the period for each statement that you have selected to certify. Note that the additional statements will populate as you scroll down the page.

8. Compare your effort distribution with the numbers in the Computed Effort column of the statement. For each sponsored project:
   - If your effort percentage for any sponsored project differs from the number in the Computed Effort column by five percentage points or more, enter your estimate of your actual effort percentage for that project in the Certified column.
   - The icon allows you to run the Certification Report for each line of your effort statement. This report shows you the payroll details that make up your effort percentage.
   - Otherwise, enter the number from the Computed Effort column in the Certified column, rounding to the nearest integer.
9. Enter a number in the **Certified** column for your non-sponsored effort, if you have any.

10. The Certified Effort column must total 100%.

11. Enter a **Note**, if necessary, to indicate any voluntary committed cost sharing to projects that don’t appear in the **Sponsored** portion of your statement or to address any unusual circumstances.
12. Click the checkbox on each line of your statement. Note the **Certify** button does not appear until at least one checkbox is checked.

![Screen capture of the certification process with checkboxes and percentage values.

13. Click the **Certify** button if you are only certifying ONE statement. Click the **Certify Checked** button if you have reviewed and checked multiple statements.

![Screen capture showing the **Certify** and **Certify Checked** buttons.

14. A confirmation message will be displayed with a summary of the statements(s) that you are certifying:

![Screen capture of a confirmation message with detailed statements and options to agree or cancel.

I certify that the salary charged, including any salary transfers, and the effort certified this period reasonably reflect the work performed. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.
Read the text that begins with the words “I certify...”. This is your confirmation that:
• Effort was devoted at a level that justifies the salary charges, if any, and
• You have suitable means of verifying the word that was performed.

15. Click the button that says I Agree.

16. The individual’s names will drop off your Work List when you have certified their statements. Continue to certify statements until only your name remains on the certification page.

When you go back to your home page, you should also see that your Statements Awaiting Certification tab is empty:

You are done! Thank you for certifying your effort in the ECRT system.