

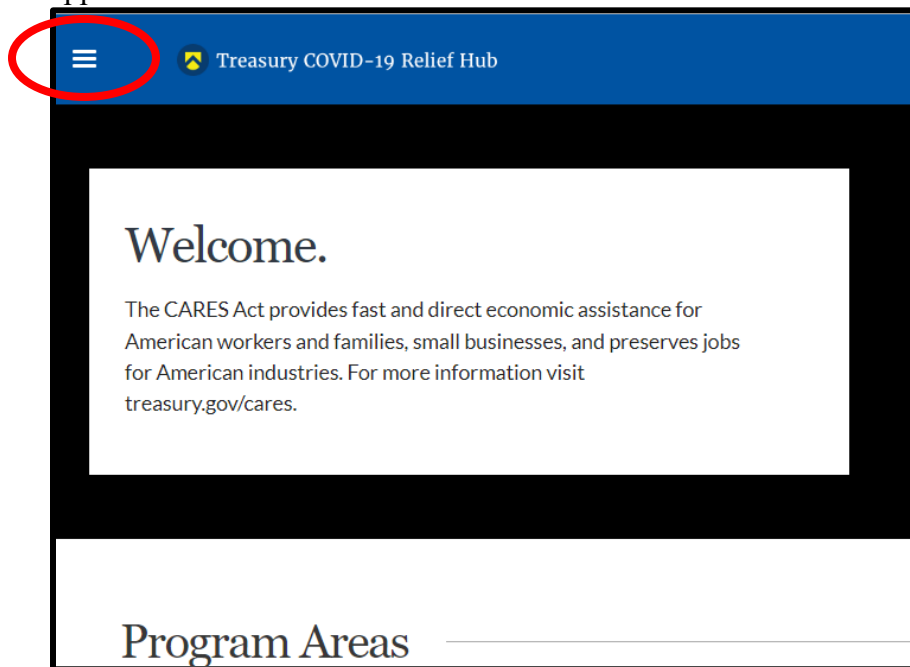
# CERTS – Designation Form

This document is a short guide designed to support users of the CERTS Portal that represent multiple grantees or wish to designate new account users. The designation form allows account administrators to manage the access to their account and CERTS Portal documents.

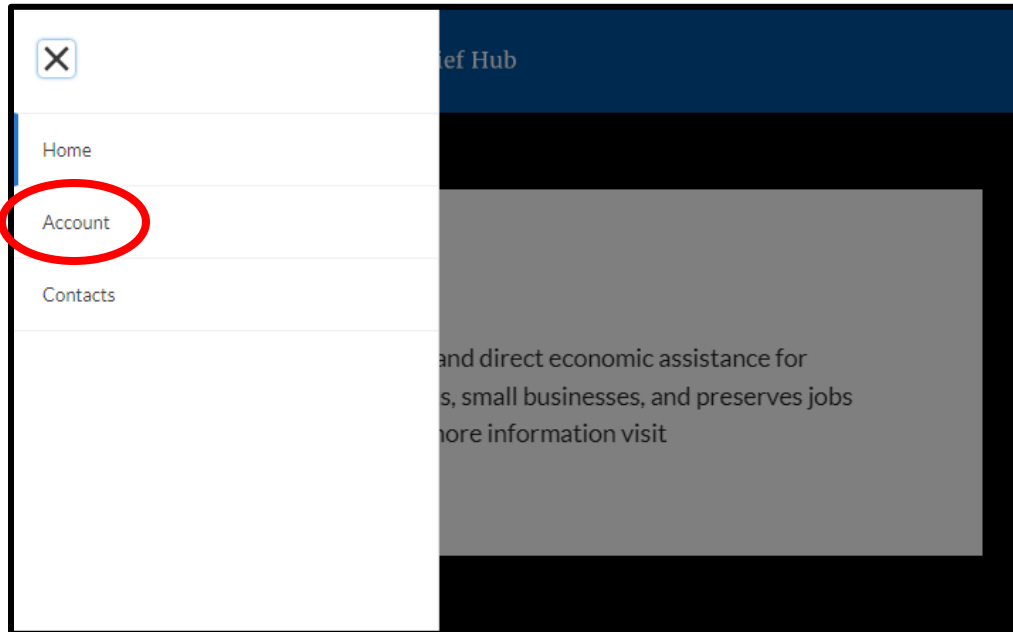
## 1. Accessing the Designation Form

When a user represents multiple grantee accounts or if a primary user (account administrator) wishes to delegate the ability to fill out required portal documents, they must access the designation form.

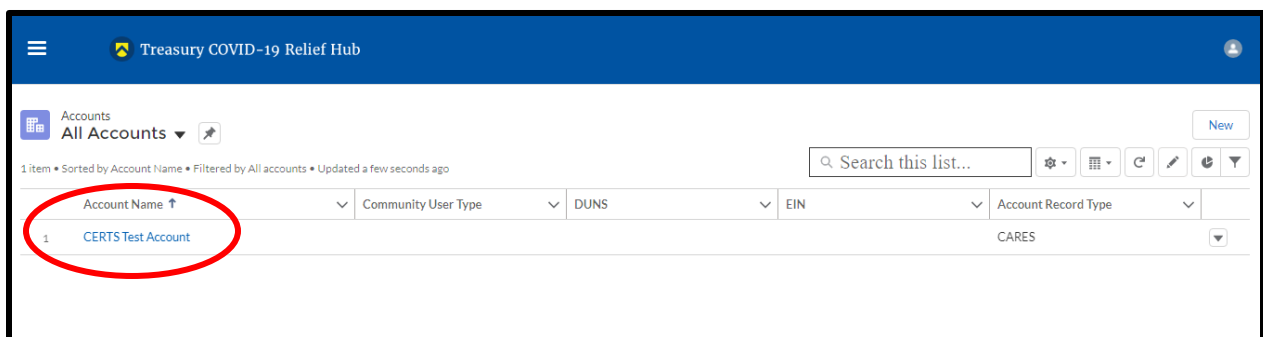
- 1) After the user logs into the CERTS Portal with their ID.me credentials click in the upper left three white line icon.

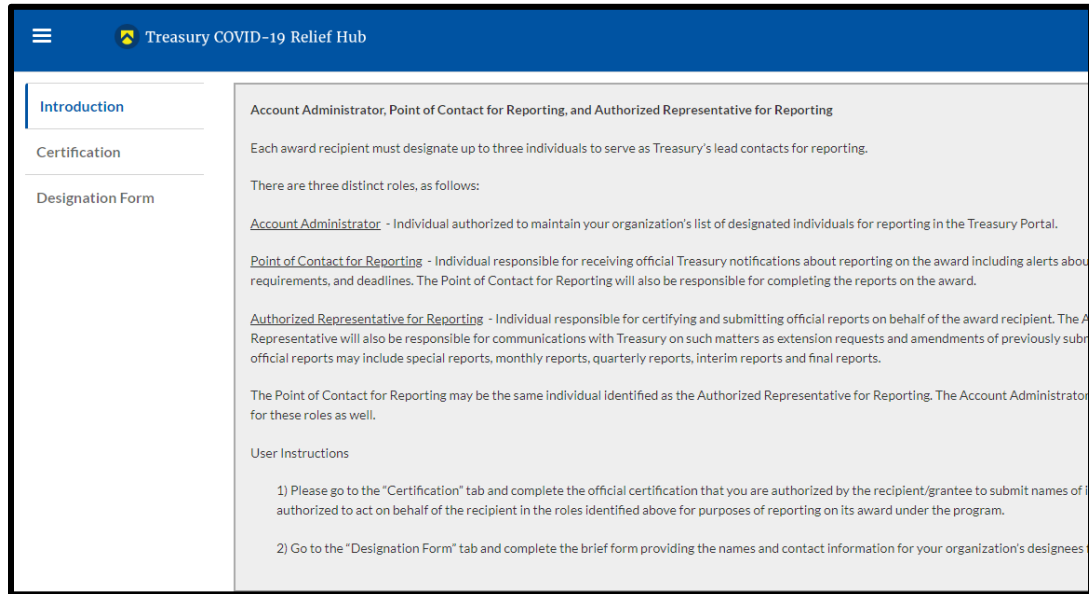


2) Once the three white line icon has been clicked select “Account”.



3) The user will be redirected to a list of all accounts under their login. If a user represents multiple grantees, multiple accounts will be visible. To make designations for an account click on the account name.





**Treasury COVID-19 Relief Hub**

**Introduction**

Certification

Designation Form

**Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting**

Each award recipient must designate up to three individuals to serve as Treasury's lead contacts for reporting.

There are three distinct roles, as follows:

Account Administrator - Individual authorized to maintain your organization's list of designated individuals for reporting in the Treasury Portal.

Point of Contact for Reporting - Individual responsible for receiving official Treasury notifications about reporting on the award including alerts about requirements, and deadlines. The Point of Contact for Reporting will also be responsible for completing the reports on the award.

Authorized Representative for Reporting - Individual responsible for certifying and submitting official reports on behalf of the award recipient. The Authorized Representative will also be responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted official reports may include special reports, monthly reports, quarterly reports, interim reports and final reports.

The Point of Contact for Reporting may be the same individual identified as the Authorized Representative for Reporting. The Account Administrator may also serve in these roles as well.

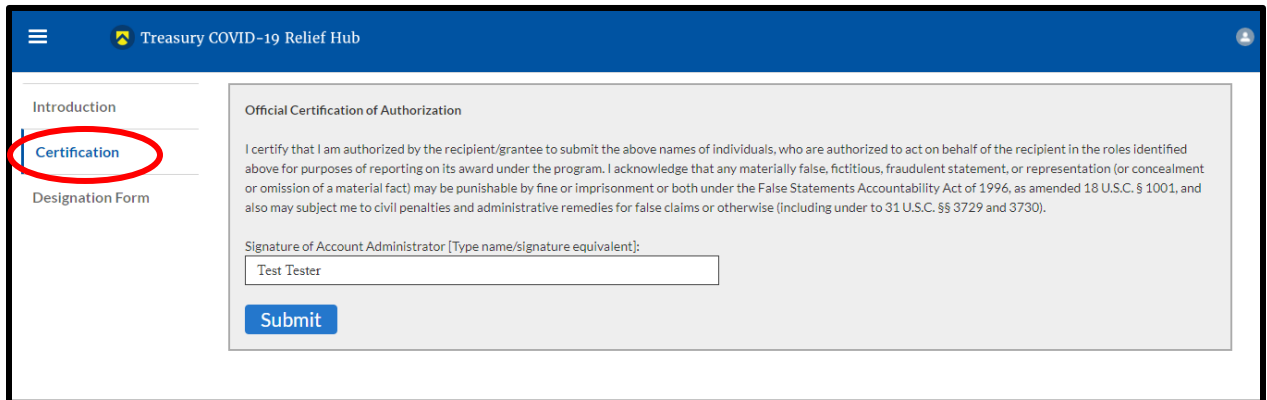
**User Instructions**

- 1) Please go to the "Certification" tab and complete the official certification that you are authorized by the recipient/grantee to submit names of individuals authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program.
- 2) Go to the "Designation Form" tab and complete the brief form providing the names and contact information for your organization's designees.

## 2. Using the Designation Form

Once the user accesses the designation form, they can use it to add new users with specific access abilities. All new users will have to create ID.me credentials.

- 1) The primary user that created the account and grant application is automatically assigned the "Account Administrator" role. Only the account administrator will be able to use the designation form functionality.
- 2) After the user reads the instructions they will navigate to the "certification" tab. The user must read the certification, enter their name, and submit to be able to access functionality on the "Designation Form" tab



**Treasury COVID-19 Relief Hub**

Introduction

**Certification**

Designation Form

**Official Certification of Authorization**

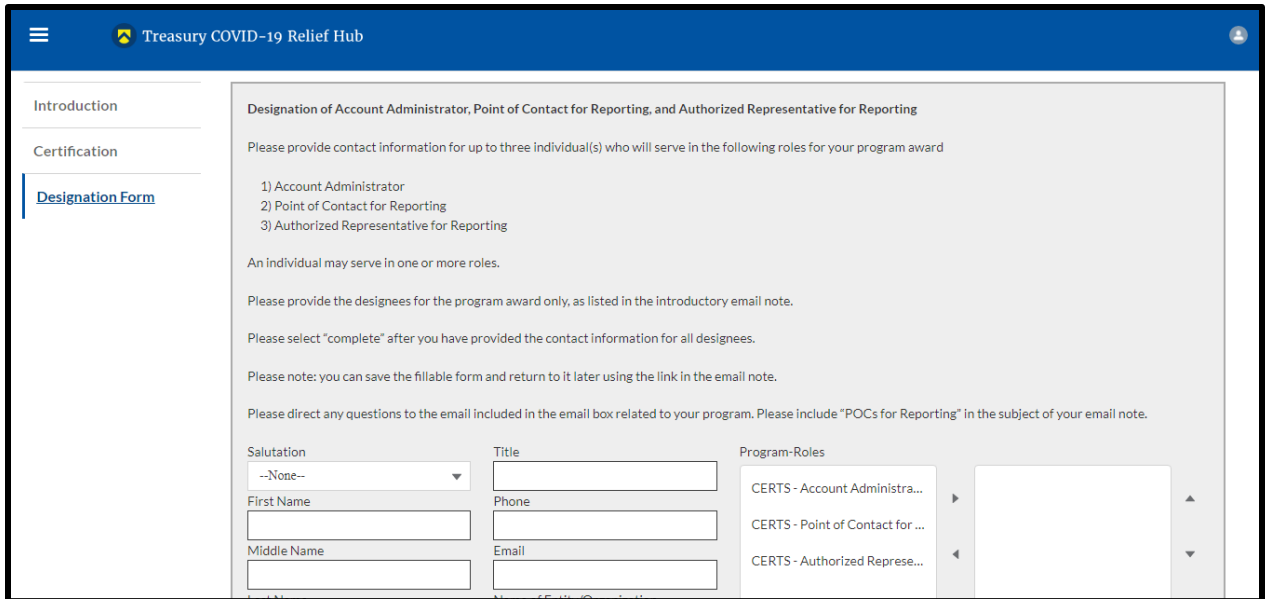
I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 and 3730).

Signature of Account Administrator [Type name/signature equivalent]:

Test Tester

**Submit**

- 3) Navigate to the designation form. With the designation form the account administrator can create new contacts for the selected account. If the user is not an account administrator there will be no role options in the “program-roles” section.



**Treasury COVID-19 Relief Hub**

**Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting**

Please provide contact information for up to three individual(s) who will serve in the following roles for your program award

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the program award only, as listed in the introductory email note.

Please select "complete" after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to the email included in the email box related to your program. Please include "POCs for Reporting" in the subject of your email note.

Salutation: --None--

Title: \_\_\_\_\_

Program-Roles:
 

- CERTS - Account Administra...
- CERTS - Point of Contact for ...
- CERTS - Authorized Represe...

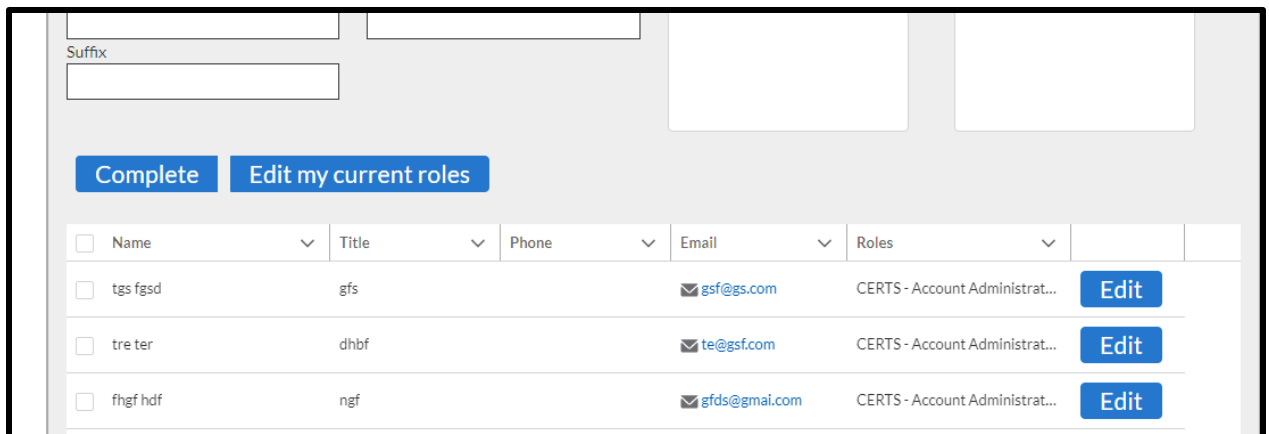
First Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Email: \_\_\_\_\_

- 4) The role access are as follows: Account administrator – Ability to access designation form, fill out forms, and submit forms, Authorized Representative - Ability to fill out forms and submit forms, Point of Contact – Ability to fill out forms (not able to submit form).
- 5) Once the information is entered for a new contact and the complete button is clicked a record will be added to the contact list. The new user will then have to create an ID.me account to be able to access the CERTS Portal. For more information on ID.me registration click this link <https://home.treasury.gov/system/files/136/ID.me-Instructions-for-CERTS-Portal.pdf>



Suffix: \_\_\_\_\_

**Complete** **Edit my current roles**

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	
<input type="checkbox"/>	tgs fgds	gfs		gsf@gs.com	CERTS - Account Administrat...	<b>Edit</b>
<input type="checkbox"/>	tre ter	dhibf		te@gsf.com	CERTS - Account Administrat...	<b>Edit</b>
<input type="checkbox"/>	fhgf hdf	ngf		gfds@gmail.com	CERTS - Account Administrat...	<b>Edit</b>