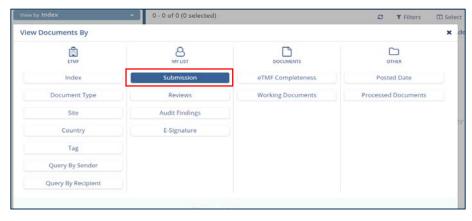


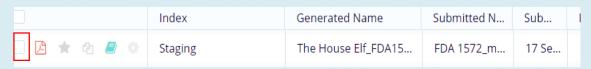
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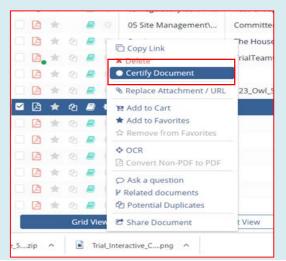
Navigate to the Documents module within the eTMF, and select **Submission** from the drop down arrow in the Index Pane.



Select the document in which you wish to certify by checking the box on the left of the document type icon.



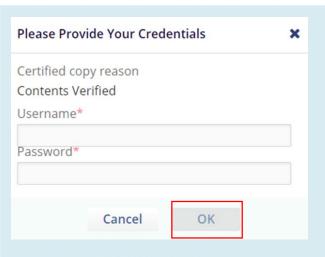
Right click on the gear wheel icon to open the document menu, and choose **Certify Document.**





Be sure to verify all of the items listed before clicking **Finish.**





To complete the certification, enter your login credentials (username and password) then click **OK.**

Certified documents are indicated in the Grid by the green circle next to the file-type icon.

