

Global Operating Certificate System – Eight-Step Submission Process

The Global Operating Certificate (GOC) system follows an eight-step process to input and submit required information to complete your quarterly Operating Certification. The 8 Step Process Card will guide you through each step.



NOTE: You can review and modify previously completed steps but subsequent steps may need to be performed again based on the change (e.g., a new product selected or a product removed in step 1 may reactivate steps 2 and 3.)

Step 1

Verify Products



In this step, you will review and verify the products that were automatically pre-selected based on your **products profile** in the Visa system.

- From the 8 Step Process card, select **'Verify Products'** and review your products and programs. The selected products will also include those of your sponsored clients.
- Any updates you make will be reviewable from text links on the screen after confirmation.

All products that have Visa volume to report will be selected. You will not be able to de-select these products.

A registered BIN will be selected. You will need to de-select it if there is no volume to report.

The screenshot shows the 'Products & Programs' section of the Visa Global Operts interface. It includes a sidebar with navigation links like 'PROFILE', 'Products & Programs', 'Business & Profile Changes', 'Product Information Questions', 'Contacts', and 'BOTTOM'. The main content area is titled 'Your Visa Products & Programs' and contains a list of products under 'Credit Products' and 'Commercial Credit'. A callout box with a speech bubble points to the product list, stating: 'Verify all products and programs: review and make any updates for all of your banks' products and programs.' The interface also shows a 'Download Quarterly Product Update Report' button and a 'View Product Updates Q1 2018' link.

Adding or Removing Items

- If you select an item that is not in your current product profile, you will be prompted to select a reason.
- Enter a reason for this change. This is **required** field.
- Click on **'Submit Reason'**.

If you de-select a product or program, you will also be required to provide the reason.

Commercial Debit

The screenshot shows the 'Commercial Debit' form. It includes a checkbox for 'Visa Business'. Below this, a message states: 'Based on your and/or your sponsors' current product profile, this product is currently selected for reporting.' There are two main input areas: a dropdown menu for 'Please select a reason for this discrepancy:' (labeled with a '1') and a text area for 'Comments (Required)' (labeled with a '2'). The dropdown menu has 'Sold a Portfolio' selected. The text area contains the text 'Sold our Debit Business portfolio.' At the bottom, there are two buttons: 'CANCEL' and 'SUBMIT REASON' (labeled with a '3'). A character count '965 characters left' is visible next to the comments field.

1. When you have finished reviewing and updating your Products and Programs, read and agree to the statement by selecting the checkbox, and then click **'Confirm and Continue.'**

In subsequent quarters, if there are no changes to Products or Programs, you will only need to click "Confirm and Continue" and proceed to the next step.

Confirm Your Product Participation

☒ I confirm and agree that all the above products are currently licensed for this quarter to the best of my knowledge.

1

CONFIRM AND CONTINUE

Step 2

Business Changes

STEP 2



Business
Changes

Business & Profile Changes

In this section, please verify any business or profile changes through the listed predefined questions. This helps us understand any changes in the current quarter which may affect the reported information.

1. If there are no business or profile changes, select the 'No business/profile changes this quarter' option.

Portfolio Questions

1. Select the item relevant to your Business or Profile change, if applicable.
2. In the **Comments** box, please provide additional details to aid our understanding of the Business or Profile change.

Debit Portfolio

During this submission quarter, did any of the following impact your Debit portfolio reporting? Please check all that apply.

- ☐ Merger with another client
- ☐ Acquisition of another client
- ☒ Portfolio volume increase due to a marketing campaign
- ☐ No business/profile changes this quarter
- ☐ Other

Comments (Optional) 946 characters left

We increased our marketing budget by 50% this quarter.

Confirm and Continue

1. When finished updating, select the checkbox to confirm accuracy.
2. Click **'Confirm and Continue'** to proceed to the next step.

Confirm Your Business & Profile Changes

☒ I confirm and agree that all the above changes are correct for this quarter to the best of my knowledge.

1

2

CONFIRM AND CONTINUE

Step 3

Product Questions



Similar to Step 2, this step asks you to provide specific information related to your products or programs.

Please review all questions and provide answers or select correct responses.

All questions listed will require a response to be able to continue to the next step after your review and confirmation.

Create a New Program

Visa may require you to report BIN level information for a new program (e.g., co-brand). If instructed, follow these steps to create a new program:

1. Enter the Program Name.
2. Select the Product Category.
3. Select the Product.
4. Select the BIN number.
5. Click 'Create New Program'.

Select Associates

Associate-level data will display, if applicable.

Associate data will be reported in a supplementary section that will not affect the consolidated numbers reported on the main pages.

1. Select the appropriate Associates for whom you are reporting metrics.

Associates Reporting			
Associate Name	BID#	CC#	Country
<input type="checkbox"/> Almazergienbank	10054181	643	Russian Federation
<input type="checkbox"/> Bank Solidarnost	10053514	643	Russian Federation
<input checked="" type="checkbox"/> BM Bank, PJSC	10059956	804	Ukraine
<input type="checkbox"/> Bratsky Narodny Bank JSC	10072996	643	Russian Federation
<input checked="" type="checkbox"/> CB Preodolenie (Limited Partnership)	10049029	643	Russian Federation

Confirm and Continue

1. When you have finished reviewing and/or updating, select the checkbox to confirm accuracy.
2. Click **'Confirm and Continue'** to proceed to the next step.

Confirm Your Product Information

- 1 ☒ I confirm and agree that all the above changes are correct for this quarter to the best of my knowledge.

2 **CONFIRM AND CONTINUE**

Step 4

Update Contacts



In this section, you can add, edit or remove contact details of the personnel who Visa should contact at your institution about the Operating Certificates information you submit to Visa.

You must provide at least one contact, and can add up to ten contacts.

If the contacts are correct, please click Confirm and Continue (see top of next page),

Create New Contact

1. Fill in the relevant information for the contact. All fields are required unless otherwise stated
2. Select which products and programs this contact will report on, or if the contact does not report on any products, select "Manager, ".
3. Click on **'Create New Contact'**.

Edit Existing Contact

1. Choose **'Edit Existing Contact'** to edit contact information.
2. Follow steps 1 and 2 as described in 'Create New Contact', then click **'Update Contact'**.

1 Edit Existing Contact

2 **UPDATE CONTACT**

Confirm and Continue

1. When you have finished reviewing and/or updating, select the checkbox to confirm accuracy.
2. Click '**Confirm and Continue**' to proceed to the next step.

Confirm Your Contacts

☒ I confirm and agree that all the above changes are correct for this quarter to the best of my knowledge.

1

CONFIRM AND CONTINUE

Step 5

Upload / Enter Metrics



In this Step, you will enter your metrics information.

Click on **Step 5 - Upload or Enter Metrics**. A pop-up window will be displayed, allowing you to choose one of two entry methods:

1. **Upload Metrics** using a prefilled template
2. **Manually Enter Metrics**, product by product.

Upload or Enter Metrics

All product metrics will need to be uploaded or entered before moving to step 6, Validate Metrics.

To Upload Metrics

Select UPLOAD METRICS to import your metrics by choosing your data file. (.xlsx)

1

UPLOAD METRICS

To Enter Metrics Manually

Select ENTER METRICS to manually enter your metrics, one product at a time.

2

ENTER METRICS

Uploading Metrics using a Template

1. You will first need to download the template, which can be accessed from the Dashboard or the link in the pop-up window. The template will be dynamically generated and customized based on your products selection.

Click on '**Download Template**' from the Dashboard or pop-up window to download the **.xlsx template**.

2. Save the downloaded file to your local desktop.
3. Enter product & programs metric data in the template.

Upload your Completed Metrics .xlsx file

4. Select '**Upload Metrics**' from the Dashboard or pop-up window.
5. Click '**Choose File**' to select the file from your machine.
6. Choose the completed **.xlsx file**.
7. Select '**Open**' to begin the upload.
8. The system will display the message "**Uploading Files**" until file upload is complete.

Download Template

Download the latest Operating Certification template for easy uploading.

1

Upload Metrics

Upload your .xlsx file to import your metric data.

4

Upload Your Metrics Template

Please select a file to upload your metrics into the system.

Cancel

5

CHOOSE FILE



UploadTemplate_1....xlsx

6

7

Open

8

Uploading Files

Success Notification

If the upload is successful, a success notification will be displayed.

★ Metrics Upload Successful

Successful upload of metrics template.

CONTINUE

Error Notification

If the upload is not successful, an error notification will be displayed. The reasons for the upload failure and products that contributed to the errors will also be indicated.

1. Make corrections to your .xlsx file and **save the file**.
2. Click on **'Re-Upload File'** to upload the updated file OR choose the **'Upload Metrics'** link on the Dashboard.
3. If the re-upload is successful, a success notification will be displayed.

Errors in your Metric Upload Template

Your metrics template file has been rejected due to the following errors. Please fix your errors and reupload your metrics.

Cr

Credit Product Errors

Credit Classic

- For CREDIT, cell B6 contained a non-numeric value.

Dt

Debit Product Errors

Debit Signature

- For DEBIT, Cell B21 contained an non-numeric or non-whole number value

Pp

Prepaid Product Errors

Cancel

RE-UPLOAD FILE

Manually Entering Metrics

Select **'Enter Metrics Manually'** from the Upload or Enter Metrics pop-up window. (See previous page.)

A second popup will display allowing you to choose a product to navigate to and begin entering metrics.

Alternatively, you can navigate to each product screen from the product category menus in the navigation menus.

1. Enter all metric values manually.
2. Scroll down the page to access the various reporting sub-sections. Alternatively, you can navigate to the sub-sections using the navigation bar on the left-hand side of the screen.
3. The system will auto-save every thirty seconds or you may save as you work from action links in side menu.

LOG OFF

HELP

Financial Institution Name

BID: XXXXXXXX

XXX - Country Name

Reporting Period

Jul. to Sep. (Q3) 2019

STATUS: In Progress

QUARTER DEADLINE: 198 Days, 2 hrs 54 min

LAST UPDATED:

Home

Profile

Credit

Debit

Prepaid

Acquiring

Associates

Add'l Products & Services

Reports

Debit Corporate Metrics Progress

41%

Debit Corporate

Download your Debit Corporate Metrics

Contains all the information you provided for Debit Corporate metrics in your account.

Debit

CONSUMER

COMMERCIAL

Debit Business

Debit Corporate

Domestic Volumes & C...

International Volumes...

Account Information

Product Performance

Debit Fleet

Debit Platinum Business

Debit Purchasing

Debit Signature Busi...

Validate Metrics

Save Metrics

Continue to Next Screen

TOP

BOTTOM

International Credit Volumes & Payments

July

Payments

\$ 222,222,222,222,222

\$ 333,333,333,333,333

VisaNet Payments Volume

Payments

The following VisaNet metrics are for your comparison Systems. Your values should be similar.

July

August

September

Total

Payments

222,222,222,222,222.22 + 222,222,222,222,222.22 + 222,222,222,222,222.22 = 666,666,666,555,444,333.66

333,333,333,333,333.444 + 333,333,333,333,333.333 + 333,333,333,333,333.333 = 999,999,999,999.999

Account Funding Transaction

222,222,222,222,222.22 + 222,222,222,222,222.22 + 222,222,222,222,222.22 = 666,666,666,555,444,333.66

333,333,333,333,333.444 + 333,333,333,333,333.333 + 333,333,333,333,333.333 = 999,999,999,999.999

Original Credits

222,222,222,222,222.22 + 222,222,222,222,222.22 + 222,222,222,222,222.22 = 666,666,666,555,444,333.66

333,333,333,333,333.444 + 333,333,333,333,333.333 + 333,333,333,333,333.333 = 999,999,999,999.999

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6

Metric Validation Progress

1. The Product Metric screen features a Metric Progress Meter card at the top of the screen. This card displays the percentage of metrics that have been validated.
2. Export feature provides a button to download product metrics data to XLSX format.
3. Additional functionality on this screen include **Top**, **Validate Metrics**, **Next Screen** and **Save Metrics**.

Debit Corporate

Debit Corporate Metrics Progress 1

The progress wheel displays the percentage of your Debit Corporate Metrics are validated. To complete adding and validating metrics, scroll or navigate to the metrics sections below. Resolve any errors and variance warnings found during validation.

Download your Debit Corporate Metrics
Contains all the information you provided for Debit Corporate metrics in your account.

2

Top: Navigate to the top of the product screen.

Validate Metrics: Validate product metrics will determine if errors need review.

3 Next Screen and Save Metrics buttons: Navigate to the next product screen. Or save metrics.

[^ TOP](#) [Validate Metrics](#) [Next Screen](#) [SAVE METRICS](#)

Step 6

Validate Metrics



Validate Metrics

There are two ways to validate metrics: In-Line Validation and Page-Level Validation

1. **In-Line Validation:** You can trigger and can correct validations as you manually enter metrics for each product.

Domestic Volumes & Counts

On-Us OpCert Payments Volume

January	February	March	Total
Payments			

1

Possible Value Required

This field (On-Us Payments Count - Month 1) may require a value. Report this metric if you had count for it this quarter.

Enter count for this quarter:

On-Us Payments Count - Month 1 (OCT)

Reported count for last quarter:

On-Us Payments Count - Month 1 (OCT)

Error 1 (of 32) [←](#) [→](#)

Page-Level Validation:

You can upload a template and trigger validations at the product page level.

1. From the **Product Category** drop-down menus navigate to a product metrics screen.
2. Select '**Validate Metrics**' at the bottom of the screen.
3. A list of errors will display on the product page.

1

2 [Validate Metrics](#)

3

Errors

All listed errors will need to be fixed before validation. Click on a link from the list to navigate directly to the metric to review an error and update the metric.

^ Section One (i.e. International Credit Volumes & Counts)

Metric Group 1 (i.e. VisaNet Payments Volume)

(Metric Name) # [Month]
On-US Payments # [January]
On-US Payments # [March]
On-US Payments # [December]
On-US Payments # [January]
On-US Payments # [March]

Types of Validations

Hard Validations

1. **Value Required:** The system will trigger a message indicating which metric cell requires a metric value to be entered.
2. **Possible Value Required:** The system will look at historical trends (previous quarter data existing for that metric) and will ask you to enter a value for a given metric field. Determine if a value is needed and enter in the metric cell.
3. **Logical Errors:** The system will compare two fields will and display an error when the values entered are not logically correct.

For example, Transaction Count should not be greater than Transaction Amount.

Soft Validations

1. **Quarter over Quarter:** For individual metrics, the system will compare what is reported this quarter to what was reported in the previous quarter. If the difference exceeds a certain threshold, a comparison warning will be displayed.

Cards and Devices

Number of Visa Branded Cards

Total Number of Cards

Value Required

1 This field (Total Number of Cards) is required. Please enter a value.

Error 1 (of 2)

Number of Accounts with Activity

Total Number of Active Accounts

Possible Value Required

2 This field (Total Number of Active Accounts) may require a value. Report this metric if you had count for it this quarter.

Enter count for this quarter:

Total Number of Active Accounts

Error 6 (of 6)

On-Us OpCert Payments Volume

January	February	March	Total
Payments			
# 1	+ # 2	+ # 3	= # 6
\$ 2	+ \$ 2	+ \$ 2	= \$ 6

Error

3 This field (On-Us Payments Volume - Month 3) requires a value greater than or equal to On-Us Payments Count - Month 3.

This value

\$ 2

On-Us Payments Volume - Month 3 (MAR)

→ [Must be greater than] →

3

On-Us Payments Count - Month 3 (MAR)

Error 2 (of 4)

Comparison Warnings

Please individually acknowledge or adjust the following comparison warnings for this product.

- ☐ Balance Transfer / Convenience Checks [October] Quarter over Quarter
- ☐ Balance Transfer / Convenience Checks [November] Quarter over Quarter
- ☐ Balance Transfer / Convenience Checks [December] Quarter over Quarter

1

You may acknowledge all the comparison warnings for this product by checking the box below and then clicking the confirm button.

- ☐ I acknowledge that all the comparison warnings for this product and confirm the values reviewed are accurate.

CONFIRM

Soft Validations, continued:

2. **Year over Year:** For individual metrics, the system will compare what was reported this quarter to what they reported in the same quarter one year ago. If the difference is exceeding a certain threshold, a comparison warning will be displayed.
3. **VisaNet Comparison:** For International count/volume metrics, the system will compare the VisaNet values (from Visa's internal systems) to what was reported. If the difference is exceeding a certain threshold, a comparison warning will be displayed.

Select Validate Metrics from side menu or bottom of screen button if needed to view any errors and validate the product page metrics.

As the errors or warnings are triggered, the system will indicate the present errors in two ways:

1. **Field Highlighting:** The field will be highlighted in red for hard validation or purple for soft validation.
2. **Error Summary Box:** An error (red) box will appear on the top of the product page if there are any errors to fix. A link for each error will take you directly to the field that triggered the error.
3. **Comparison Warning Box:** A purple warning box will appear on the top of the product page if there are any variance warnings to review. A link for each warning will take you directly to the field that triggered the error or warning. Warnings may be reviewed and fixed or acknowledged to continue.

Comparison Warnings

Please individually acknowledge or adjust the following comparison warnings for this product.

- ☐ Balance Transfer / Convenience Checks [October] Year over Year
- ☐ Balance Transfer / Convenience Checks [November] Year over Year
- ☐ Balance Transfer / Convenience Checks [December] Year over Year

2

You may acknowledge all the comparison warnings for this product by checking the box below and then clicking the confirm button.

- ☐ I acknowledge that all the comparison warnings for this product and confirm the values reviewed are accurate.

CONFIRM

OpCert Payments Volume

Payments

January	February	March	Total
Chip Cards			
\$ 222,222,222.22	\$ 222,222,222.22	\$ 222,222,222.22	= \$ 666,666,666.66

3

Comparison Warning

Please correct your value or acknowledge this warning.

This field (**Chip Cards**) is over 20% more than what you reported last quarter:

This Period	VS	VisaNet Reported Volume
\$ 222,222,222.22 (+122.2%)		\$ 100,000,000.00

- ☐ I acknowledge this warning and confirm the value I have entered is accurate.

Warning 4 (of 5)



Chip Cards

\$ 222,222,222.22 + \$ 222,222,222.22

1

Error Title

Chip Cards

\$ 222,222,222.22 + \$ 222,222,222.22

Comparison Warning

Cr Visa Gold Metrics

Home > Credit Products > Visa Gold

- CREDIT
- CONSUMER
- Visa Gold
- Domestic Volumes &...
- International Volume...
- Account Information
- Product Performance
- Visa Infinite
- Visa Platinum
- Visa Signature
- COMMERCIAL
- Validate Metrics
- Save Metrics
- Continue to Next Screen
- TOP
- BOTTOM



Visa Gold Progress

The progress wheel displays the percentage of your Visa Gold metrics that are validated.
To complete adding and validating metrics, scroll or navigate to the metrics sections below.
Resolve any errors and variance warnings found during validation.

Download your Visa Gold Metrics
Contains all the information you provided for all Visa Gold metrics in your account.



Errors

All listed errors will need to be fixed before validation. Click on a link from the list to navigate directly to the metric to review an error and update the metric.

2

Domestic Volumes & Counts

On-Us OpCert Payments Volume

On-Us Payments # [January]

On-Us Payments \$ [February]

On-Us Payments \$ [March]

Account Information

Cards and Devices

Number of Cards #

Comparison Warnings

3

Please confirm or adjust the following comparison warnings on this screen:

- ☐ On-Us Payments Volume [November] - Quarter over Quarter
- ☐ On-Us Payments Volume [November] - Year over Year
- ☐ On-Us Payments Volume [December] - Year over Year

Success Messaging

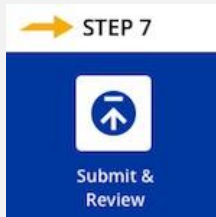
When correcting either Hard or Soft validations, the system provides immediate feedback that the error has been corrected.

A success message is displayed and the metric cell is highlighted in green to indicate success of updated value.

The screenshot shows the 'Account Information' section with a sub-section 'Cards and Devices'. It displays 'Number of Visa Branded Cards' and 'Total Number of Cards' with a text input field containing '# 500'. Below this, a green banner with a checkmark icon and the text 'Error Fixed' is shown. At the bottom, a large green checkmark and the word 'SUCCESS' are displayed. In the bottom right corner, it says '0 Remaining Errors' with navigation arrows.

Step 7

Submit & Review



Submitting Metrics from the Dashboard

Once validation of metrics is completed you may continue to **Step 7 - Submit & Review** to submit metrics to the system for computation.

1. Click on **Step 7 - Submit & Review** from the Dashboard.
2. If submission is successful, the **Fees** screen displays. (see Next Page)

Submitting Metrics from the Metrics Validation Summary Screen

Alternately, you may click '**Submit Metrics**' at the bottom of the **Metrics Validation Summary** screen.

1. Select **Metrics Validation Summaries** from the '**Reports**' drop-down menu.
2. **Progress wheel** for each Product Category at top displays metrics validation progress.
3. On this screen, each product category and its products are displayed on their own a card.
4. The status of each product is listed with its validation status: **Valid, Errors, In Progress** or **Variance Warning**.
5. **Variance Warning list available to view.** Navigate to products with variances from this list. All variance or comparison warnings must be resolved on product metric screens or acknowledged before submission. (See next page for more details.)
6. To submit from this screen, click '**Submit Metrics**' at the bottom.
7. If submission is successful, the **Fees** screen displays.

The screenshot shows the 'Metrics Validation Summary' screen. At the top, there's a navigation bar with 'VISA Global Operts' and user information. Below this, a 'REPORTS' dropdown menu is open, showing 'Metrics Validation Summary' selected. The main content area is titled 'Metrics Validation Summary' and 'Validation of Metrics'. It features two progress wheels for 'Credit' (92%) and 'Debit' (92%). Below these, there's a 'Product or Page Level Validation' section with a list of products and their status. A legend at the bottom indicates status colors: In Progress (blue), Errors (red), Variance Warning (yellow), and Valid (green). At the bottom right, there are buttons for 'View Variance Warnings' and 'SUBMIT METRICS'.

Variance Warnings

All comparison or variance warnings found for each product must be either resolved or acknowledged before the metrics for the quarter may be submitted.

The 'View Variance Warnings' button on the Metric Summary screen allows you to view current unresolved or unacknowledged product metric variance warnings that are listed on each product screen.

1. The variance warning popup list will include the acknowledgement feature shown here to allow you to acknowledge all listed warnings in order to submit fees.
2. Alternately, you may use the provided links to view and resolve or acknowledge the warnings on the product screens.
3. The list displays any current warnings organized by product, metric section and then metric group for easy navigation.
4. The current listed variance warnings may be exported.

Comparison Warnings

There are a total of **41 variance warnings** that require an adjustment or acknowledgement.

Please confirm acknowledgement of or adjust the following comparison warnings before submitting your metrics.

Alternately, click on a link from the list to adjust the metric variance warning.

1

☒ I acknowledge the following comparison warnings and confirm the values reviewed are accurate.

CONFIRM & SUBMIT

Product Name (i.e. Credit Business) **9 Variance Warnings**

Section One (i.e. International Credit Volumes & Counts)

Metric Group 1 (i.e. VisaNet Payments Volume) **2**

3

On-US Payments # [January]
On-US Payments \$ [March]
On-US Payments # [December]
On-US Payments \$ [January]
On-US Payments \$ [March]

Metric Group 2 (i.e. VisaNet Cash Volume)

ATM Cash Advances # [December]
ATM Cash Advances \$ [January]
(Metric Name) # [Month]

Product Name (i.e. Debit Platinum) **16 Variance Warnings**

Section One (i.e. International Credit Volumes & Counts)

Section Two (i.e. International Credit Volumes & Counts)

Product Name (i.e. Debit Platinum) **16 Variance Warnings**

Section One (i.e. International Credit Volumes & Counts)

Section Two (i.e. International Credit Volumes & Counts)

Download Variance Warnings **4**

Current unacknowledged nor adjusted variance warnings.

☐ Medium Product Name ☒ Medium Product Name ☒ Medium Product Name
☐ Medium Product Name ☒ Medium Product Name ☒ Medium Product Name
☐ Medium Product Name ☒ Medium Product Name ☒ Medium Product Name
☐ Medium Product Name ☒ Medium Product Name ☒ Medium Product Name

Review Fees & Reports

The **Fees** screen will display if the metrics submission is successful.

NOTE: Upon successful submission of metrics, **Step 8 - Certify** is now active.

The **Fees** screen displays calculations based on volume subject to fees for the quarter.

The first card in the **Fees** screen will display the total quarter fees. (see Next Page for more information)

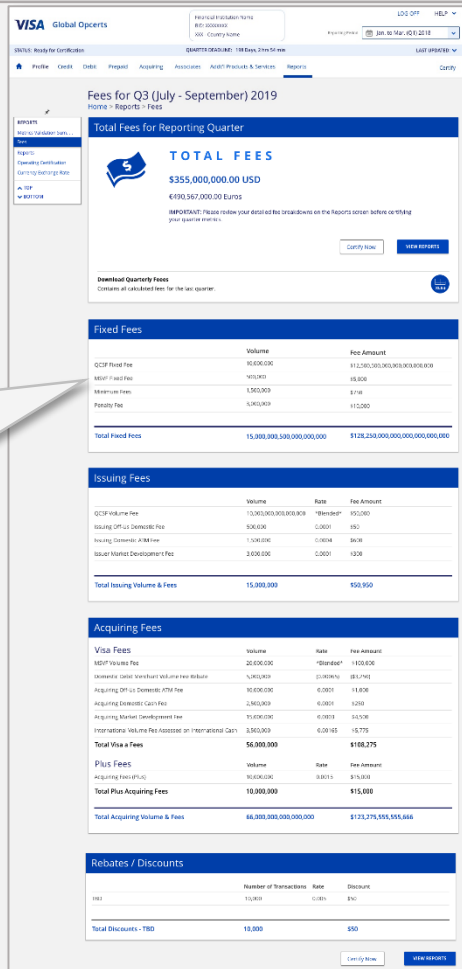
The **types of fees** that your account may be charged include:

- Fixed
- Issuing
- Acquiring
- Account
- Card
- Sponsorship
- Transaction

All fee amounts are shown in the pricing currency.

Please review your Fees and the Reports summaries before moving to Step 8 - Certify.

Fees are calculated by system at submission of metrics and display total quarter fees.

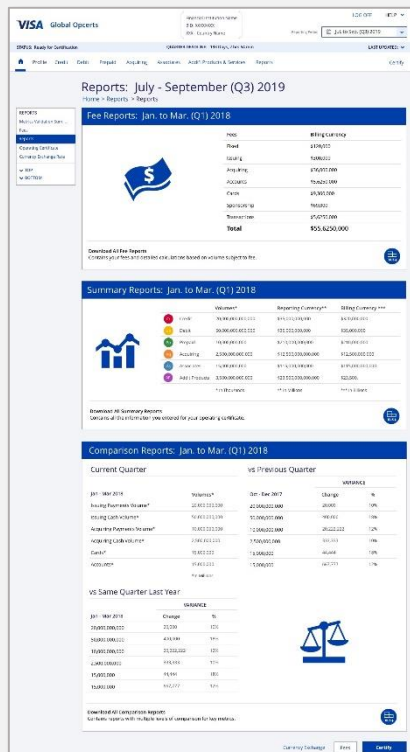


Reports

The Reports Dashboard provides Fee Reports, Summary Reports and Comparison Reports. You should review the data in these reports prior to executing **Step 8 - Certify**.

Note: Reports display data for the most recent quarter by default, and fee amounts are shown in the pricing currency. Prior quarter data can be viewed by changing the reporting period on the masthead at the top of the screen.

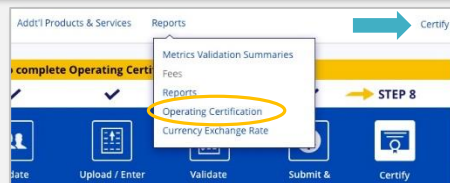
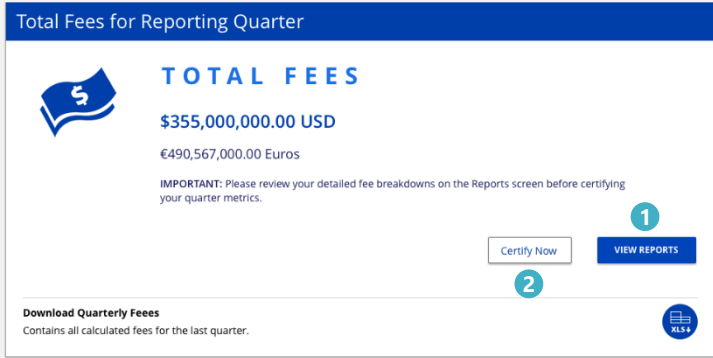
Reports can be exported from export buttons in each section.



The first card in the **Fees** screen displays the total quarter fees.

1. Use the **'View Reports'** button to review your Fee Reports.
2. When you are ready to certify for the quarter, select the **'Certify Now'** button.

You can also select 'Operating Certification' from the side menu, from the 'Reports' drop-down menu and the 'Certify' link at the right, which displays when **Step 8** is active.



Step 8

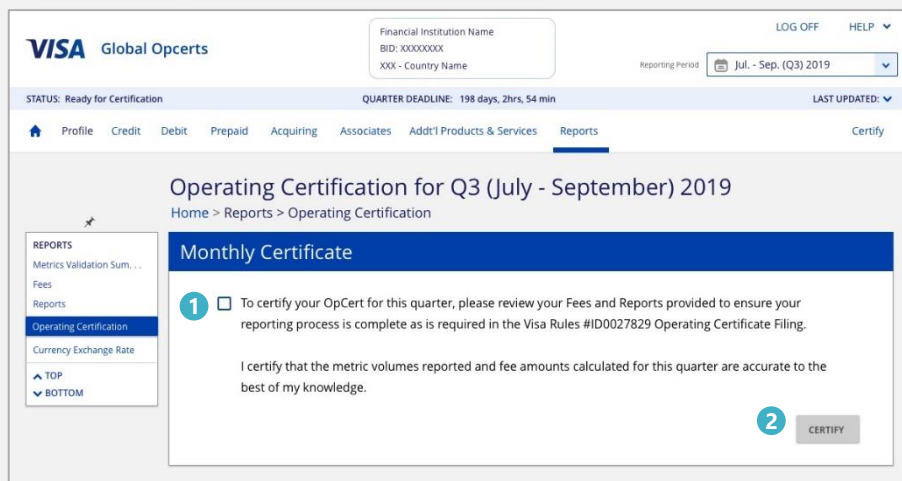
Certify

Certify

Once Steps 1-7 are completed, you are able to Certify for the quarter.

Step 8 - Certify: The final step must be performed to complete your Operating Certification for your account for the quarter.

1. Select the checkbox stating that you certify that the metrics reported and fees calculated are accurate.
2. Click the **'Certify'** button.



Certification Complete

1. Along with a success message, the screen will refresh with a timestamp, including stating that your Certification for the quarter is complete.
2. The masthead will also display a certified status.

You will be unable to update metric values after certifying. If you require a change, go to the Help menu and submit a form to request assistance with adjustments.

