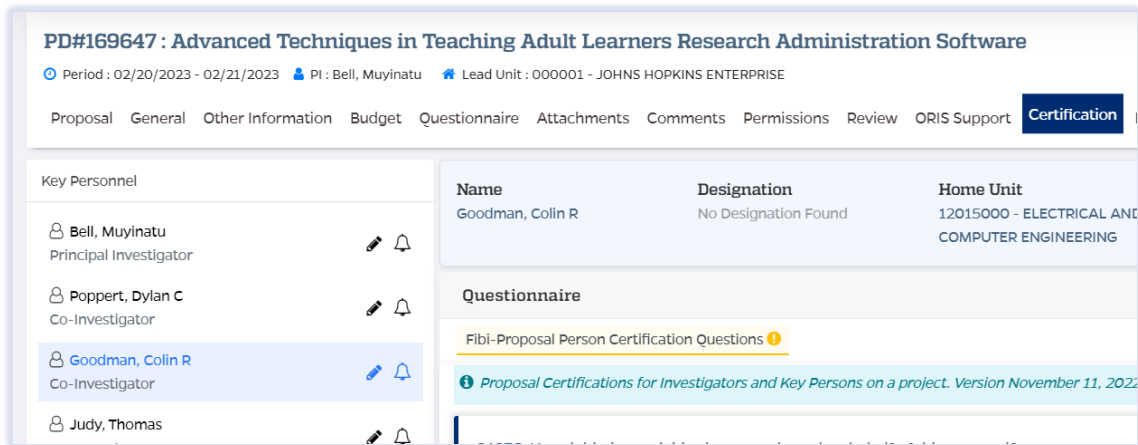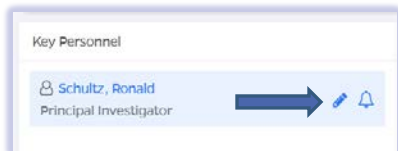# Certifications

How do I complete the Certification information in Fibi?

Key Personnel can complete their own certifications in Fibi or the aggregator can complete the certification information as a proxy. If the Key Personnel does not complete the Certification in the system, a completed and signed Certification must be uploaded as an attachment.

☐ Click on the **Certification** tab.

☐ Click on the **edit icon** (blue pencil) next to the Key Personnel's name.

☐ Complete the Certification questions for each individual listed in the **Key Personnel** column on the left side of the screen.

☐ Choose **YES** or **NO** for each question according to the answers provided by the Key Personnel or the Key Personnel has access and can complete the certification in Fibi.

☐ Click on the **Save** button.

To Send A Notification to Key Personnel:

☐ Click on the notify icon (bell) next to the individual's name. This will send an email notification to the Key Personnel of choice that includes a link to the page in the record that needs to be completed.