# Section 13: Certification

This section will show you how to complete section 13 of OCHART 2.0, Certification.

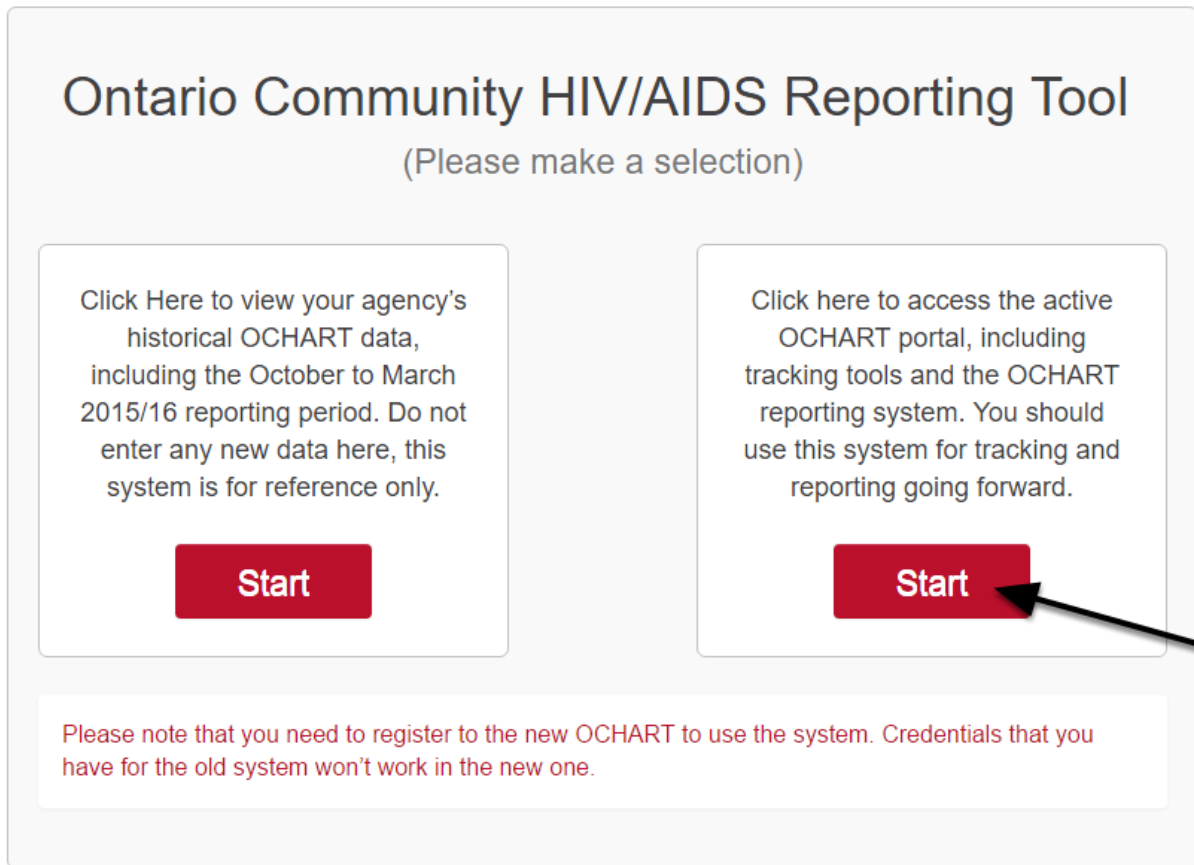Please note that only the Executive Director or equivalent can complete this section.

You should only complete this section once you have submitted all other OCHART sections.

Before you complete section 13, check to make sure that you do not see any other sections in the reporting portal. If you a see another section, please finish that section by clicking "Submit" and then return to Section 13.

Type "www.ochart.ca" into the address bar. Press "ENTER".
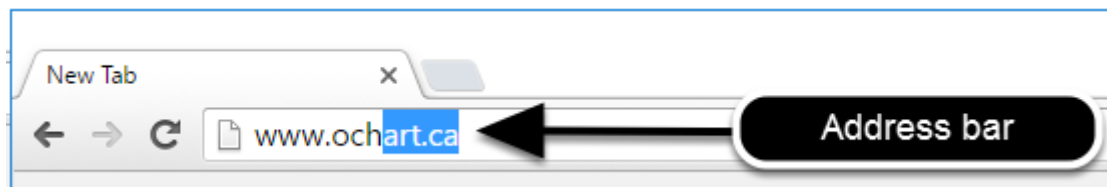
You will see the screen below. Click the "START" button on the right side.

Ontario Community HIV/AIDS Reporting Tool
(Please make a selection)

Click Here to view your agency's historical OCHART data, including the October to March 2015/16 reporting period. Do not enter any new data here, this system is for reference only.

Start

Click here to access the active OCHART portal, including tracking tools and the OCHART reporting system. You should use this system for tracking and reporting going forward.

Start

Please note that you need to register to the new OCHART to use the system. Credentials that you have for the old system won't work in the new one.

Clicking the start button on the left side will take you to the old OCHART system. If you click this accidentally, please click the back button on your internet browser. Next, click the start button on the right.

Type in your "Username" (your work email address) and your "Password". Click "Login".

You must have an existing OCHART account in order to login. If you are a first time OCHART user and do not have an account, go to the section titled, "How to Register" for step-by-step registration instructions.

Click "Enter OCHART Data" (left side).

Click the "Start" button under "13 - Certification".

Before you complete section 13, check to make sure that you do not see any other sections in the reporting portal. If you a see another section, please finish that section by clicking "Submit" on the section's last page and then return to Section 13.

At any time you can click the "Save" button to save all data entered in the section and exit the section.
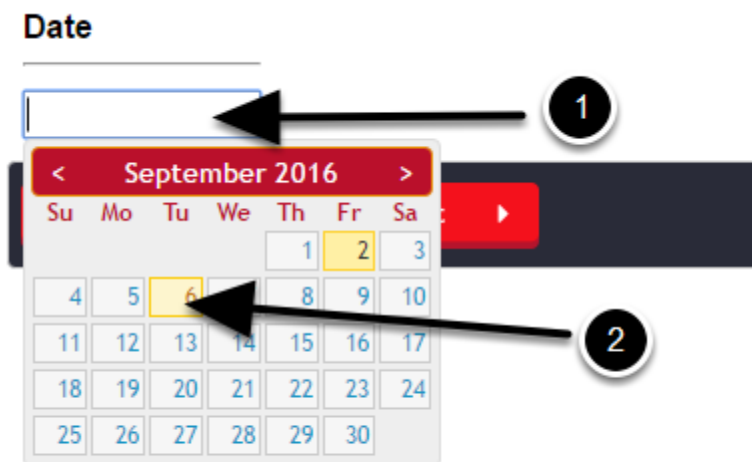

Q1. Click the check box beside "I certify" to certify that your OCHART report is fully complete and all sections have been submitted. Your title and first and last name will automatically be written on the page.

If you click the check box, this means that you currently DO NOT see any of the other sections on the reporting portal of OCHART. If you see any sections at this point, except for "Certification", it means that you have not submitted these section(s) which are visible to you.

If this is the case, please finish submitting the(se) section(s) prior to completing this page.
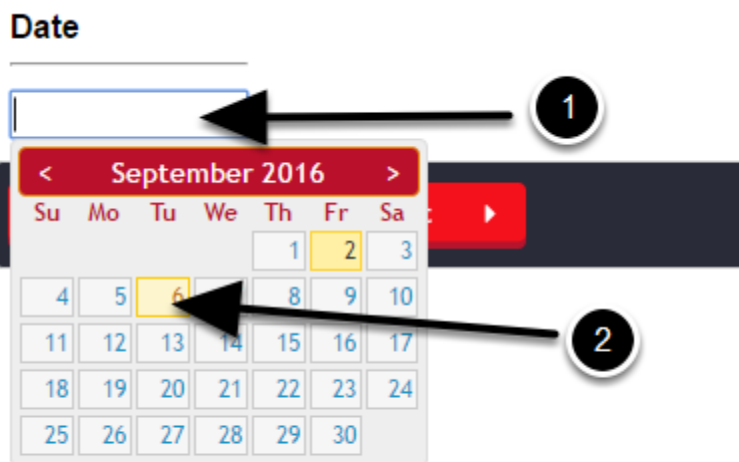
Q1. Click inside the field under "Date". Click on today's date. Click "Next".

Date

Q2. Click the check box beside "I certify" to certify that your OCHART report has been reviewed and approved by two members of the Board of Directors or other governing body that oversee the OCHART reporting process at your agency/program.

I certify

Click here to certify your submission.

Your name and title will automatically appear here.

Title of the individual making the certification (e.g., Executive director):

First and last name of the individual making the certification:

Q2. Click inside the field under "Date". Click on today's date. Click "Next".

Once you are ready to finalize your OCHART submission for this reporting period, click the red "Submit" button. Clicking this button means that all other sections of OCHART have been fully completed.