DC Access Mobile Application:
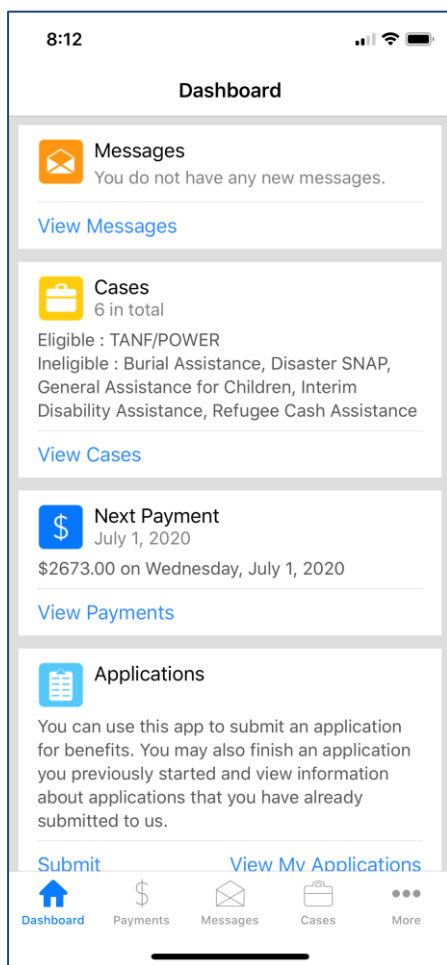## How to Submit an End of Certification

Procedure

How to Submit an End of Certification in the DC Access Mobile App

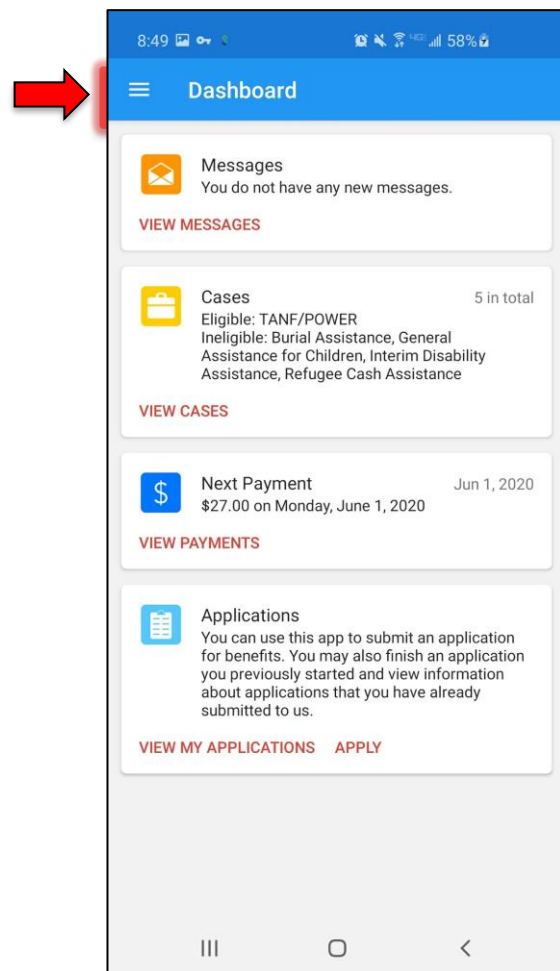**Overview:** Follow the steps below to successfully submit an end of certification in the DC Access mobile app

Step-by-Step:
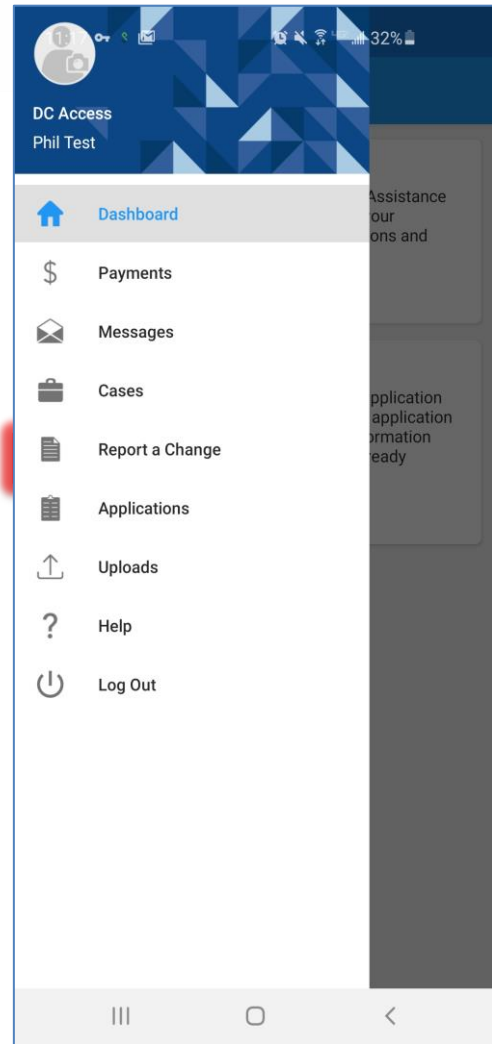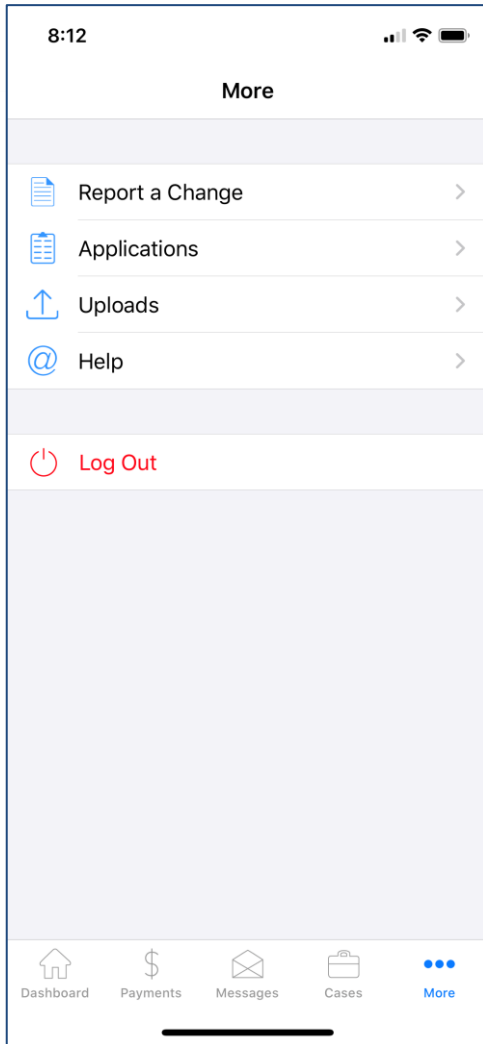
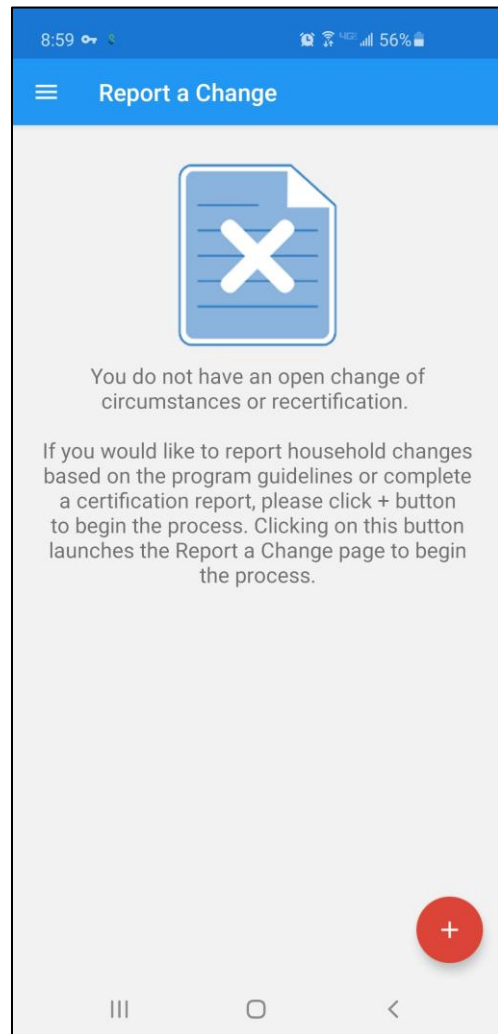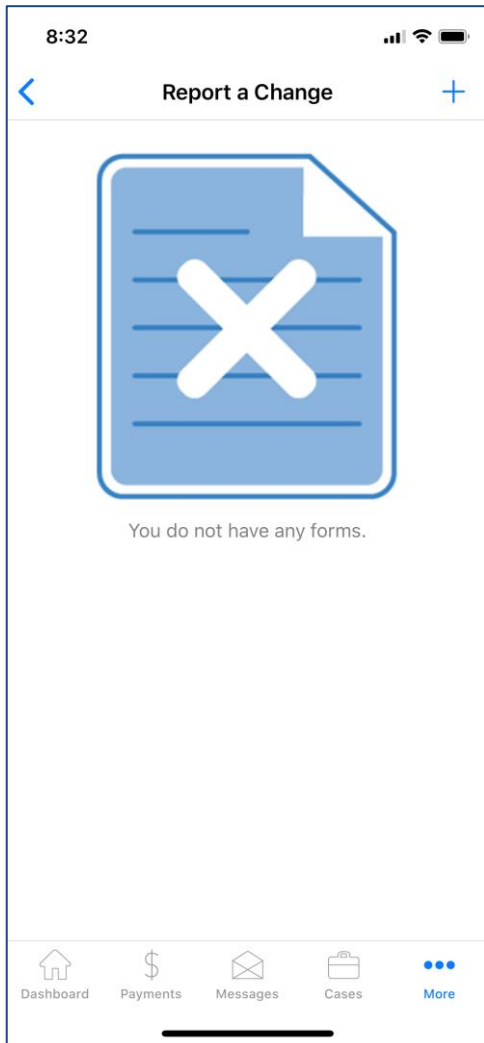1. User clicks on the **More Options** dashboard.

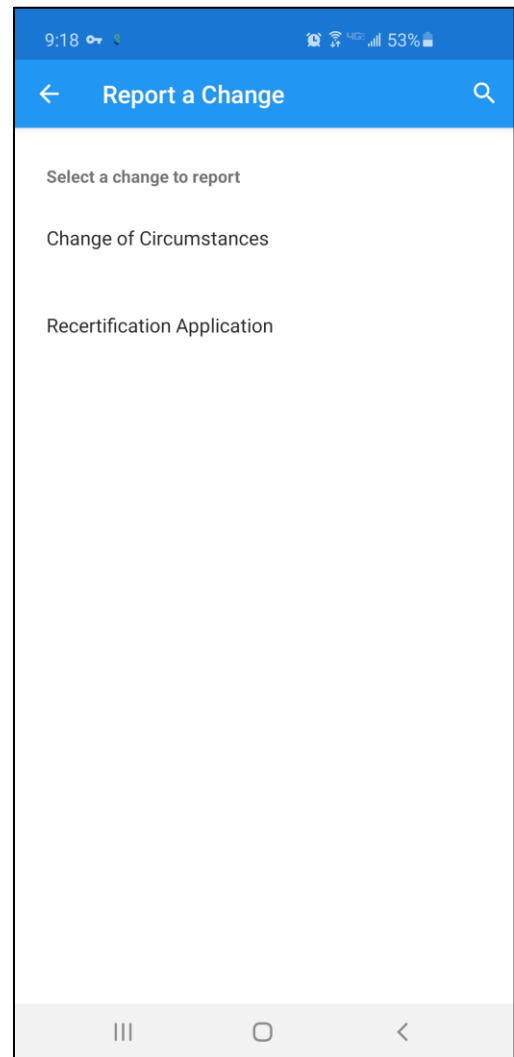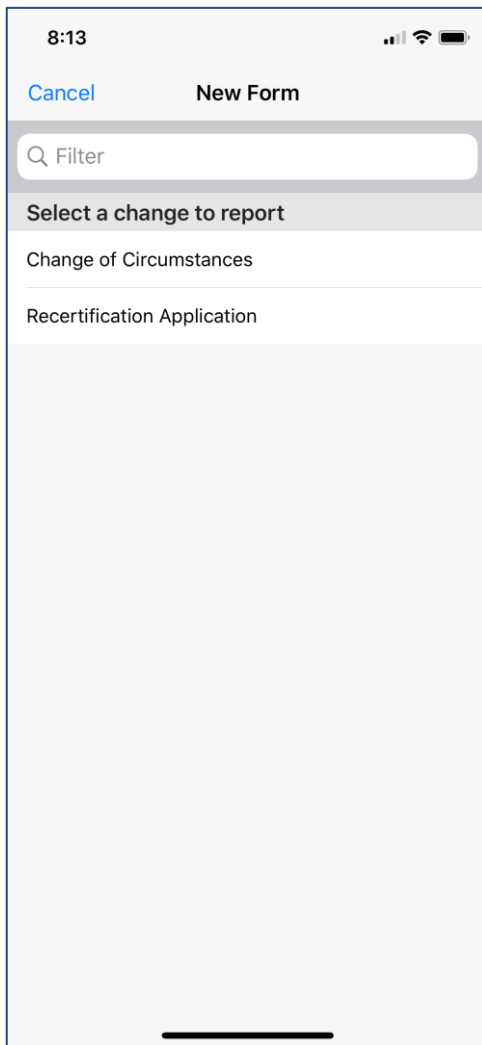[iPhone]   [Android]

2 User selects "**Report a Change**."

3 The mobile app will display the **Report a Change** screen, where user clicks on the Plus (+) icon button.

4 User selects the "**Recertification Application**" and begins a new form.

5 Once user populates the applicant's information, the mobile app will display a form that consists of a series of questions asked over several screens.

6 Once a Recertification application is completed with the recipient signature, user can no longer update it.
   a. Tapping on a completed recertification opens a read-only version of the application form.
   b. For an "In-Progress" recertification application, the user can provide updates to the application on the **Report a Change** screen.