1) Please visit [https://webapp.mis.vanderbilt.edu/epac2](https://webapp.mis.vanderbilt.edu/epac2). Use your VUNET ID and password to login to ePAC.

2) Once you log in, please click on the **Distribution Changes** tab.

3) The next screen should appear as shown in the screenshot. Please click on the **Certifications** tab.
4) Your current certifications will be waiting for your review. Please review the list of periods awaiting certification for accuracy. If all periods are accurate, please click **Continue** at the bottom of the page. See the example. If the distribution of effort appears incorrect, please contact your administrator.
5) Once you hit **Continue**, the certification screen will appear in which you will certify the effort distribution that was listed on the previous screen. As a reminder, the distribution will be listed again. Click the green button labeled “**Certify**” to certify your effort for the periods listed.

6) Please click on the **Certifications** tab again (as shown in Step 3) to ensure no outstanding pay periods remain. If no other pay periods remain, please log off.