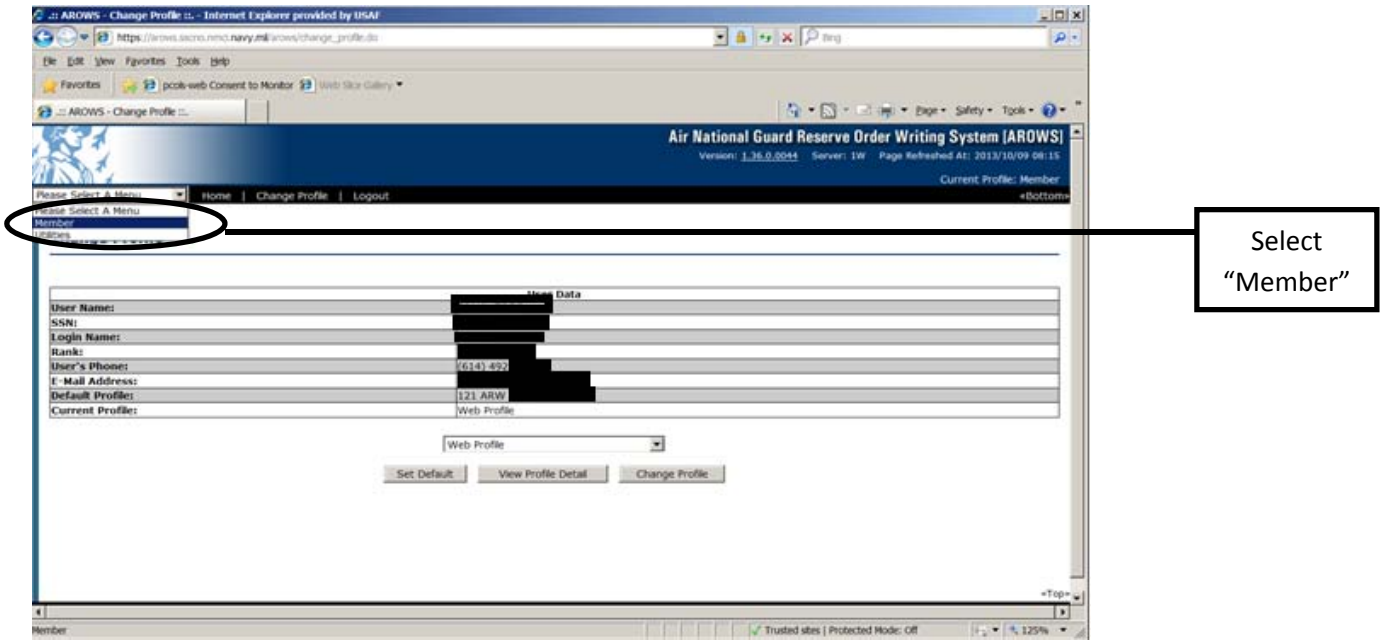
Step-by-Step Instructions

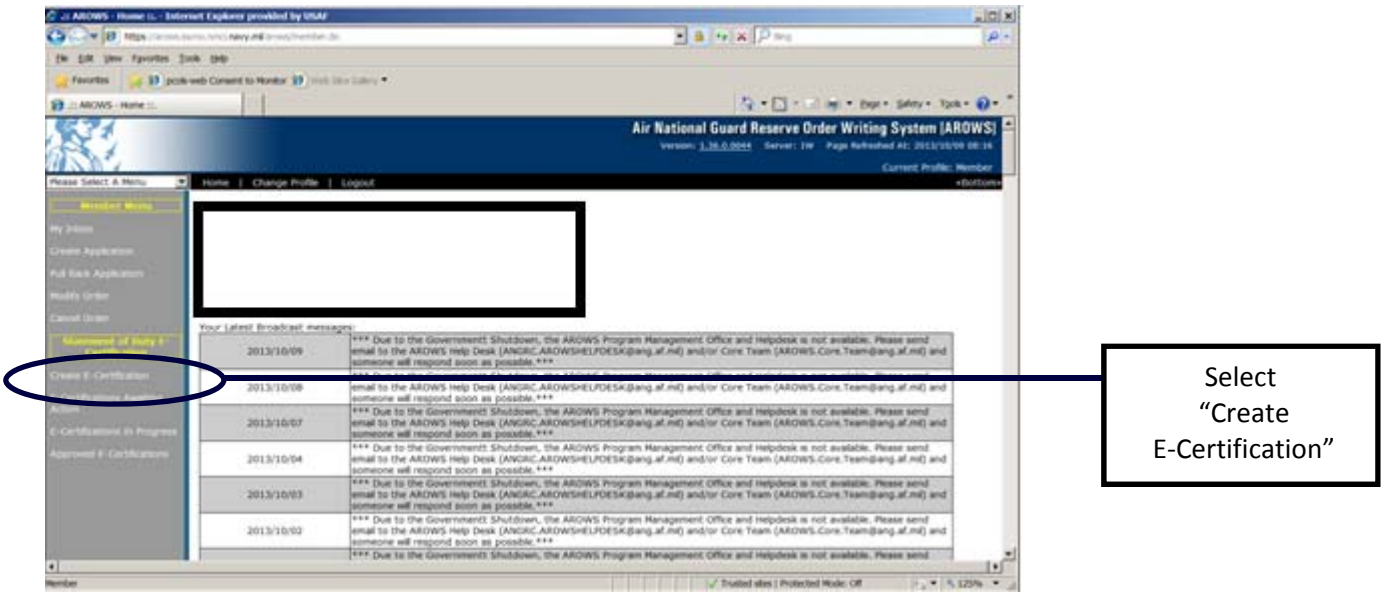
Member
Electronic Certification Process

Log into AROWS using 'Non-E-mail' Certificate.

Click the Down Arrow on the Drop-Down Window.

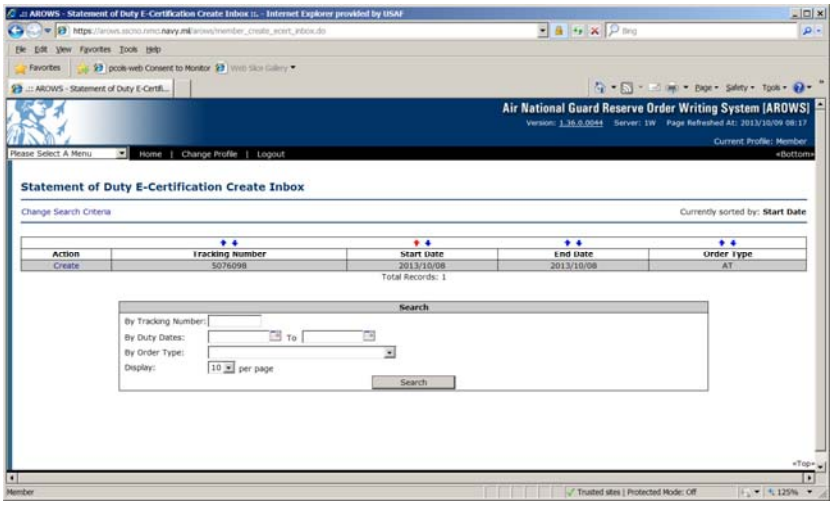


If the left side (grey area) of the screen is not visible, move mouse to the left until it displays.

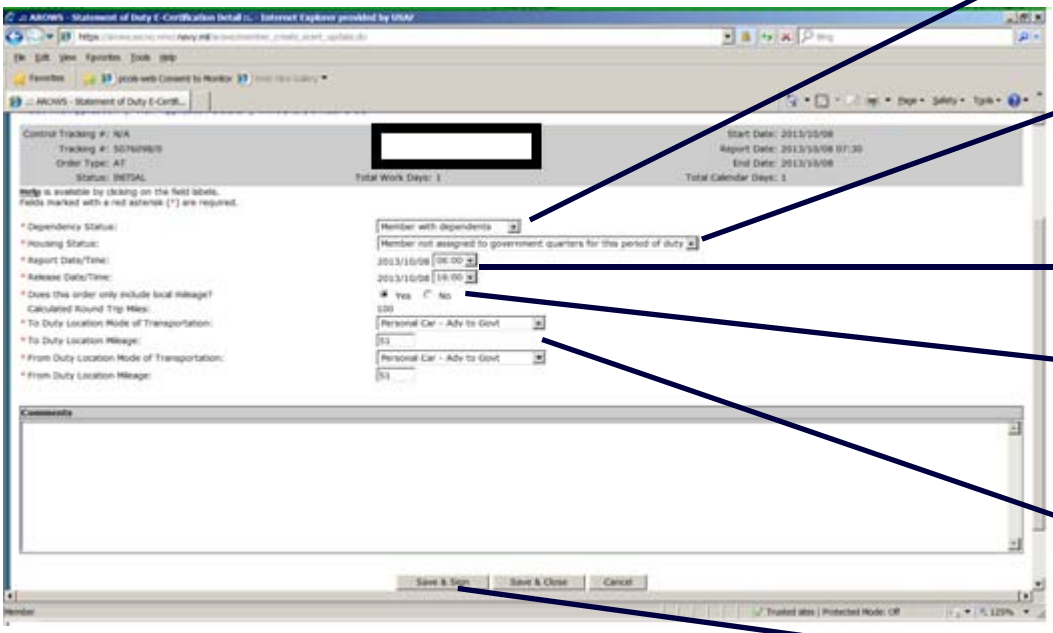


A list of available orders will appear.

Click '**Create**' for the completed duty.



The Certification Screen will appear:



Choose:
Member w/ dependents
Member w/o dependents
Married to Military Member

Choose:
Gov't qtrs. Assigned
Gov't qtrs. Not Assigned

Choose:
Start Time
Stop Time

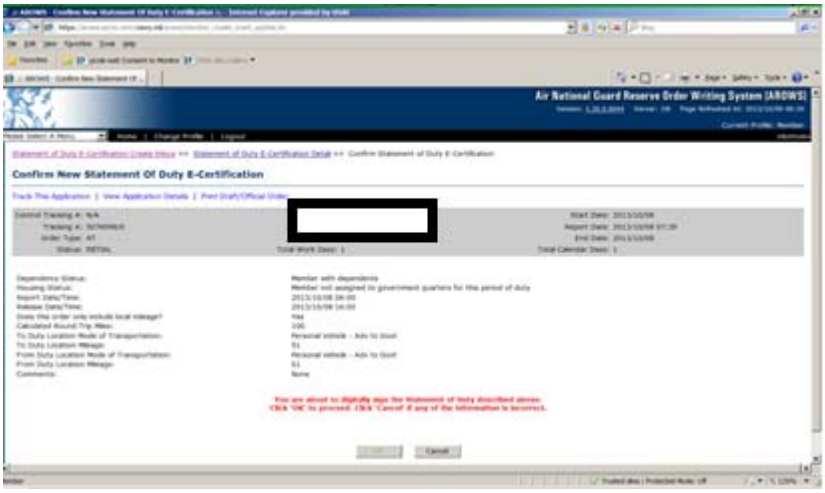
Choose:
Mileage Only (Yes) or (No)

Choose:
Type of Vehicle
Enter mileage (each way)

After all information has been entered, select 'Save & Sign'.

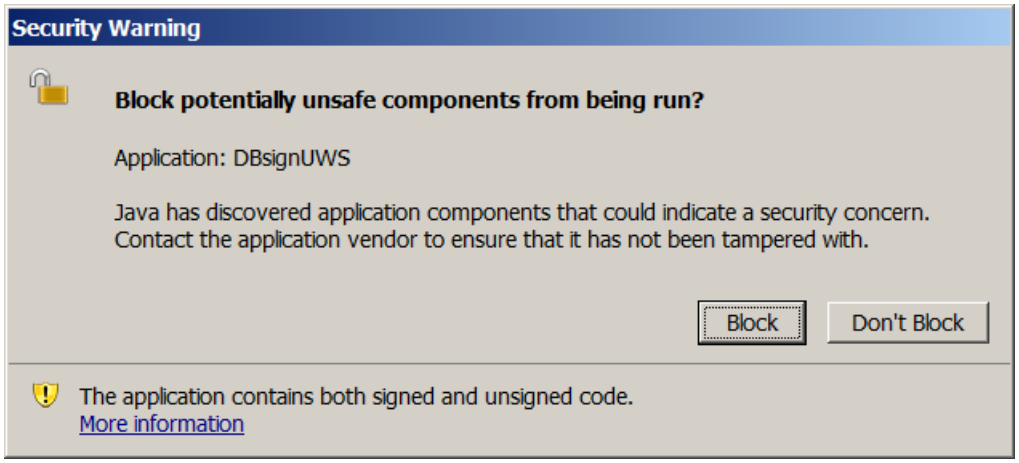
SAVE & SIGN

This screen will appear (notice that the '**OK**' is grayed out).

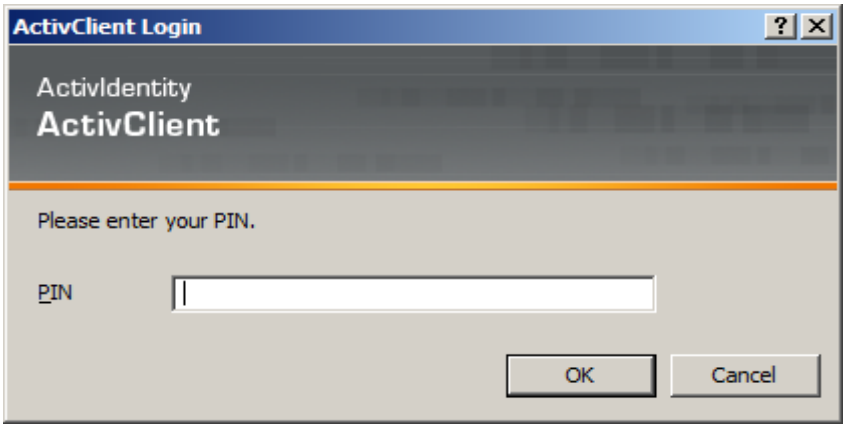


If a Java Pop-up screen appears, click '**CANCEL**'. (The pop-up may be behind your AROWS web-page).

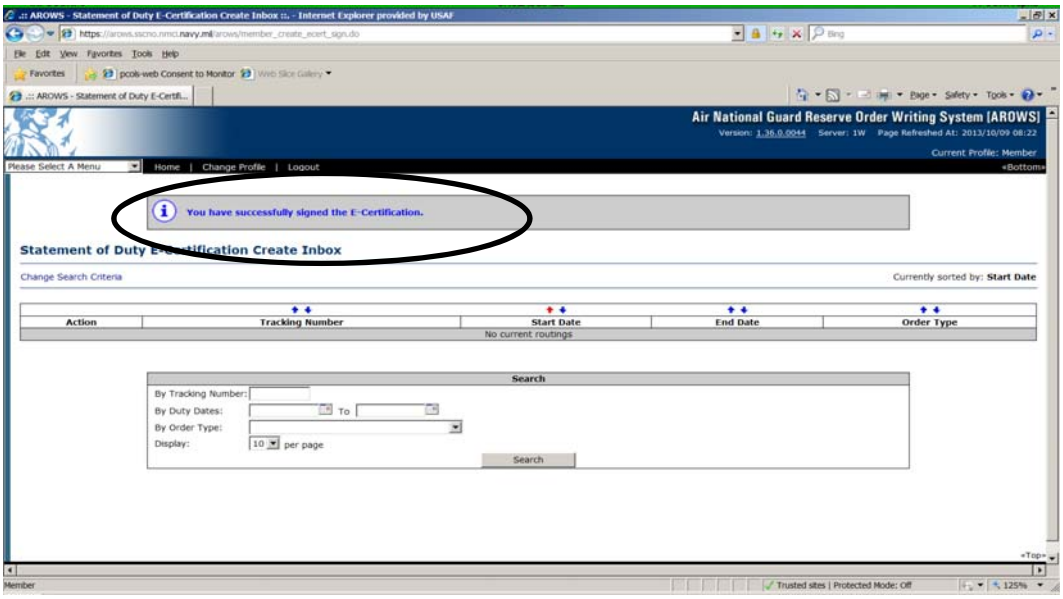
A Security Warning screen may appear (as shown below). Select '**Don't Block**'.



Enter PIN.



Notice the notification of success!



The order will now go to the Supervisor's In-Box for their certification.

Please contact the AROWS Help Desk (ANGRC.AROWSHELPDESK@ang.af.mil), if you have additional questions related to this topic.

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