



Before submitting your Annual Certification, complete any necessary edits and transfers and review all reports (review the [Annual Property Certification Checklist](#) for guidance).

The system can be accessed from:

- [Property Inventory System](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > Property Inventory

**The Annual Certification is a two-step process.
It must first be submitted and then approved**

Step 1 – Submitting the Annual Certification

The certification can be submitted by the Property Custodian, a Delegate, or a designee of the Property Custodian who has access to the inventory reports of the department.

- Select **Annual Certification** from the Property Inventory page
- Click **Submit**
- Verify Reports
 - If reports are not correct, click **Cancel**
 - If reports are correct, click the checkbox **I have read and agree to the statement above** and then click **Submit**

The Property Custodian and all Delegates will receive a notification email of the pending approval with a link to the Property Inventory System.

Step 2 – Approving the Annual Certification

The certification must be approved by the Property Custodian or a Delegate.

- Select **Annual Certification** from the Property Inventory page
- Verify Reports
 - If reports are not correct, click **Deny** and then click **Yes**
 - If reports are correct, click **Approve**, click the checkbox **I have read and agree to the statement above** and then click **Approve**

The system will not allow you to submit the Annual Inventory Certification with assets on the Items Missing Information report. The error below will display.



Annual Property Certification Help

Policy questions regarding the Annual Certification process can be directed to Property Management at PropertyManagement@ttuhsc.edu.

Training questions about the Annual Certification process can be directed to Finance Systems Management at fsm@ttuhsc.edu.