ANNUAL CERTIFICATION FOR EXTERNAL IRMS USERS

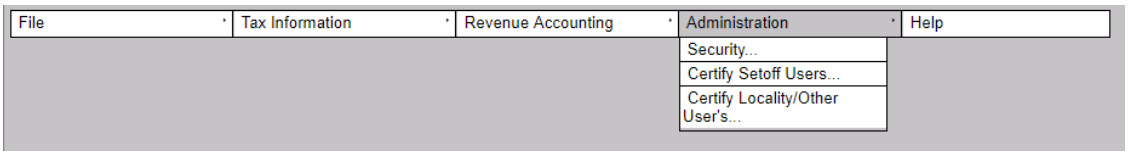
Within the ARWeb application, Primary Set-Off Administrators/Supervisors are required to certify annually the AR Web access for users within their locality offices and/or setoff agencies. The certification is performed within the AR Web application during the month of **June** each year.

Use the following steps to certify staff requiring access to AR Web and to revoke access for staff no longer needing access.

1. Open AR Web and click the **Administration** menu on the desktop.
2. A menu option appears for setoff agencies to certify their users, while another menu option appears for local offices/others.

   NOTE: *Local offices also registered as setoff agencies will see both roles as menu options. These local offices will need to certify their Setoff users, and then repeat the steps again to certify their Locality/Other users.*

3. Click **Certify Setoff Users** or **Certify Locality/Other User's** *(as applicable)*.



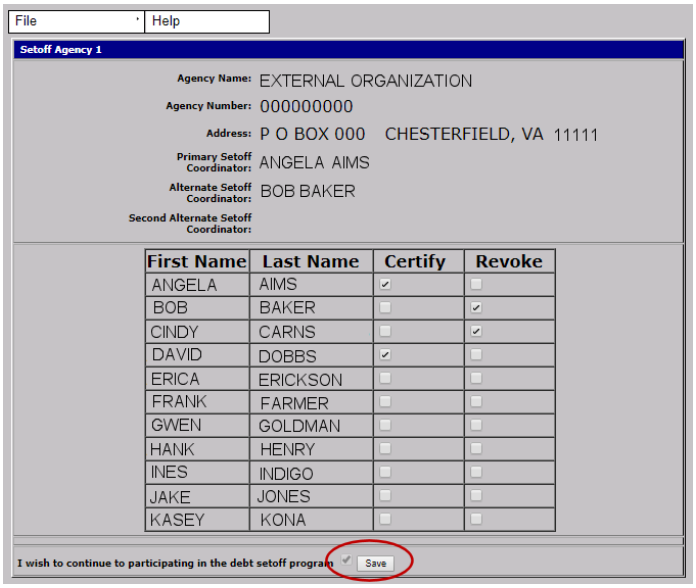
4. A window opens listing staff currently with AR access. For each user listed.

   A. Determine if AR access is required for the person.

      - Click the **Certify** box to indicate access is still required.
      - Click the **Revoke** box if access is no longer required for the person.

   B. If you are a Set-Off agency, click the checkbox indicating that your agency wishes to participate in the set off program and click the **Save** button.

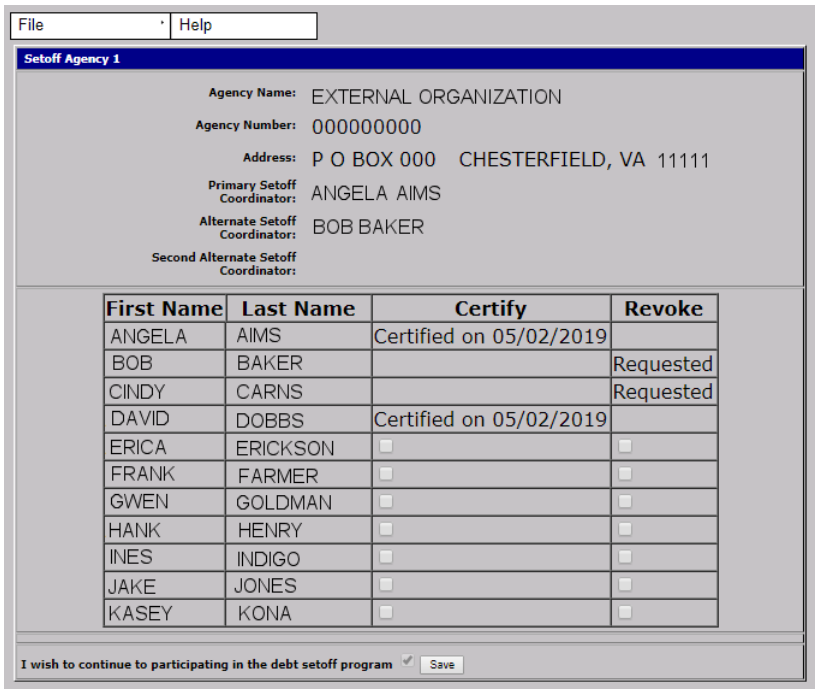
   C. If you are a locality, click the **Save** button at the bottom of the window to save your entries when you have finished.



After clicking **Save**, the application transmits your entries to Virginia Tax. If you did not certify ***all*** of the users listed, you can return to the screen prior to the end of the certification period.

- Users you have previously certified will have a certification date.
- Revoked users will either have *Requested* indicators, or their names will have been removed completely from the listing once the access is removed by the Admin.

D. *If applicable*, repeat Steps 4A – 4C for any remaining users with **Certify**/**Revoke** boxes.



First Name	Last Name	Certify	Revoke
ANGELA	AIMS	Certified on 05/02/2019	
BOB	BAKER		Requested
CINDY	CARNS		Requested
DAVID	DOBBS	Certified on 05/02/2019	
ERICA	ERICKSON	☐	☐
FRANK	FARMER	☐	☐
GWEN	GOLDMAN	☐	☐
HANK	HENRY	☐	☐
INES	INDIGO	☐	☐
JAKE	JONES	☐	☐
KASEY	KONA	☐	☐

5. Click **File** > **Close** menu option to return the AR Web desktop.

Remember:

- Certification is not complete until each user listed has had their access either Certified or Revoked.
- Local offices with the additional role of setoff agencies will need repeat steps for the users listed under each role (*Setoff Users* or *Local/Other Users*) listed in the **Administration** menu.
- Email **IRMS Certification Support** *(tax-setoffcertification@tax.virginia.gov)* if you have any question about the certification process.