**How To: Electronically Sign your APR**

1. Log into APR
2. Once you are comfortable with your data for the annual review for this year click “CLAS Annual Review”



1. Click “Add New Item”



1. Select “2016” in the drop down titled Calendar Year, click the checkbox “I hereby affirm my APR data is up to date.” Then, enter the current date.



1. Click “Save”