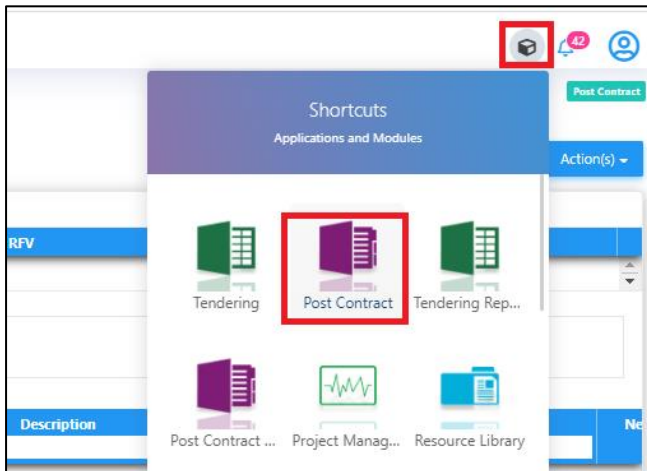# Submit Claim Certificate

For Approval

For Admin / Normal User
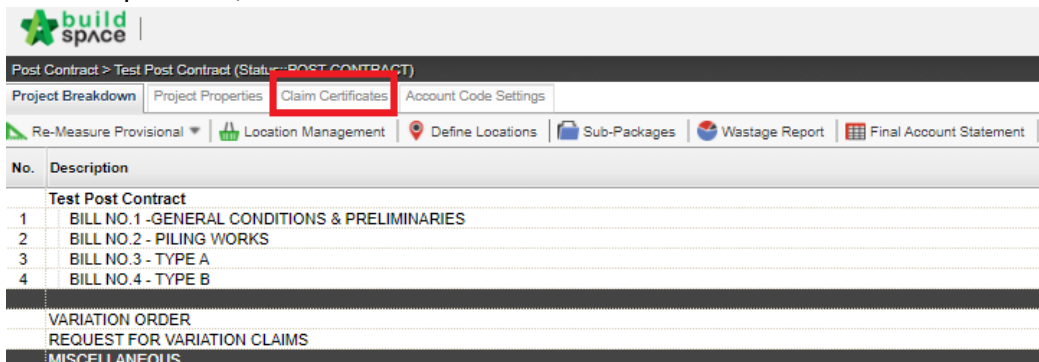
(BuildSpace Version 2.3)

Last updated: 13/10/2020
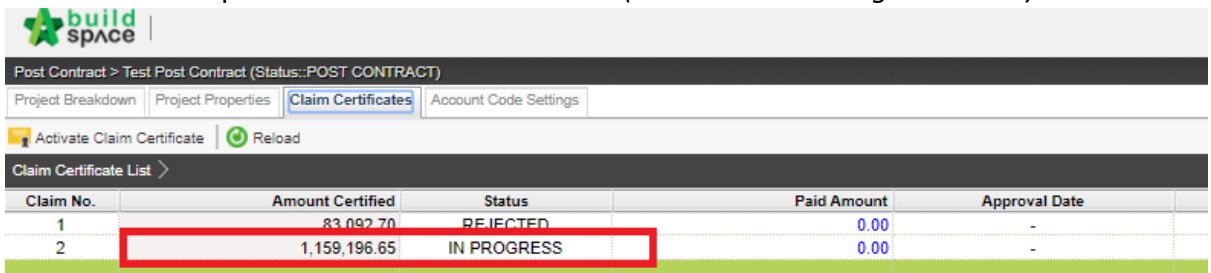
Submit Claim Certificate for Approval

1. Login eProject system and open a project, click on the small box on the top right corner and select **"Post Contract Module"**.

2. At BuildSpace Pro, click at **Claim Certificate** button.

3. Double click to open the latest claim certificate *(which is still In Progress status).*

4. Click **Submit** button to submit the claim certificate. *(You can click **Claim Cert Print Info** to view details of this claim certificate)*

5. System will display the total verifier required for this claim certificate, click **Yes** to submit the claim certificate.

Note: Once the claim certificate is approved by ALL verifiers, system will send out email notification to the sender.