* When you have completed the Pre-requisites and have completed the Electronic Application and attached the screenshots to an email.

* Please include the following to submit for processing:

1. Certification -**2021 Data Security and Confidentiality Certificate** (required per Calendar year)
2. Certification –Information Security /**Cybersecurity Training Certificate** – Annually
3. TB/HIV/STD Section **Confidentiality Agreement signed and dated** (Date must match Confidentiality Certificate)
4. Health and Human Services **Acceptable Use Agreement (AUA)** (Date must match Confidentiality Certificate)
5. **ARIES Certificate Request Form signed and dated,** or **ARIES Remote/Laptop Access Consent and Approval Form signed and dated** (Agency Policy must be submitted to TRG Data Dept for Remote/Laptop access)
6. **Previous ARIES Certificate ID #’s** (last Certificate Request sent and/or Erroneous numbers not submitted due to errors in application.  If you need assistance, let us know.)
7. **ARIES New User Certificate Request Form signed and dated.**