

CERT · Report Your Hours

Simple steps. Take your time. Keep this guide handy.

REPORT YOUR HOURS

Your hours matter

One monthly total.

One less thing to remember.



FIRST TIME ONLY

New volunteer?

Open your invitation email.

Follow the link to set your password.



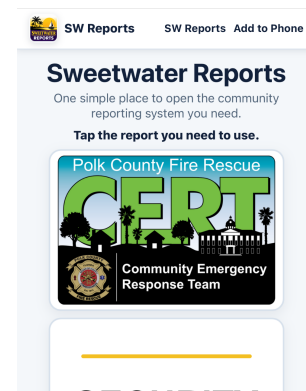
STEP 1

Start at swreports.com

Open your phone's browser.

Type swreports.com.

Tap the CERT logo.



Need help? Use Help on the site or ask your CERT administrator.

swreports.com

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STEP 2

Open your hours report

Tap the blue button:
Report My Volunteer Hours



STEP 3

Sign in

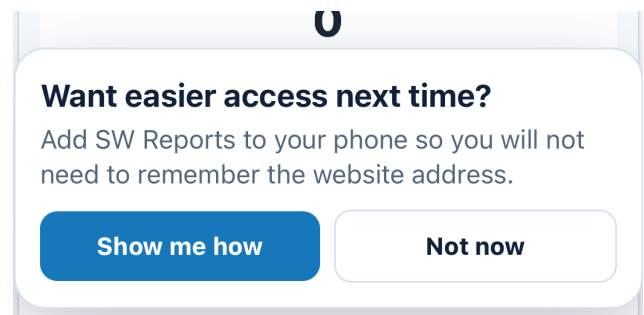
Enter your email address.
Enter your password.
Tap Sign In.

A screenshot of a sign-in form. It features two input fields: "Email address" and "Password". Below the email field, a note says "CERT administrators use this same sign-in." To the right of the password field is a "Show" button with an eye icon. At the bottom of the form is a blue "Sign In" button.

OPTIONAL MESSAGE

A shortcut can wait

If this message appears,
tap Not now.



Need help? Use Help on the site or ask your CERT administrator.

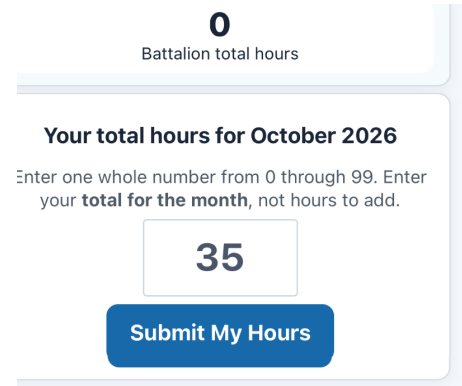
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STEP 4

Enter one monthly total

Check the month.
Total all your CERT hours.
Tap Submit My Hours.
Count training, meetings,
emails, reading and work.



0
Battalion total hours

Your total hours for October 2026

Enter one whole number from 0 through 99. Enter your **total for the month**, not hours to add.

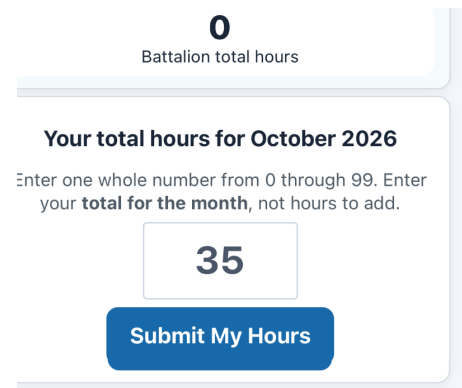
35

Submit My Hours

GOOD TO KNOW

No hours? Enter 0

No hours? Submit 0.
Due: 10 AM on the 1st
of the next month.
Missing reports become 0.



0
Battalion total hours

Your total hours for October 2026

Enter one whole number from 0 through 99. Enter your **total for the month**, not hours to add.

35

Submit My Hours

REMEMBER

Daily reminders until you report

Last 4 days of each month:
One reminder email each day.
Submit your hours - even 0.
Reminders stop for that month.



Need help? Use Help on the site or ask your CERT administrator.

swreports.com

CERT · Set Your Time Away

Simple steps. Take your time. Keep this guide handy.

SET YOUR TIME AWAY

Going away for a while?

Tell SW Reports your dates.
Pause reminders while you're away.



STEP 1

Open Time Away

Sign in at swreports.com.
Tap Time Away or
Manage My Away Dates.

Going away for a while?

Pause reminders while you are away.

[Manage My Away Dates](#)

STEP 2

Choose your dates

Start Date: when you leave.
End Date: when you return.

Date through your End Date and automatically resume the following day.

Start Date

End Date

Tap each date box to choose your Start Date and

Need help? Use Help on the site or ask your CERT administrator.

swreports.com

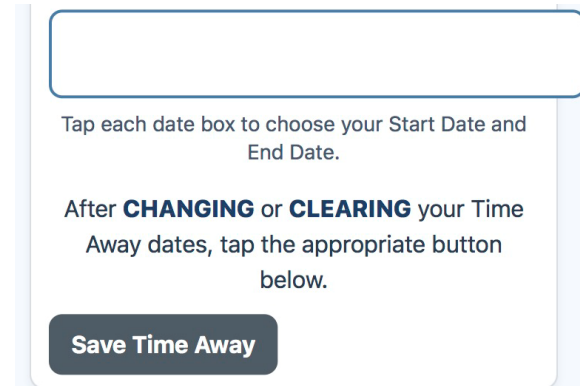
CERT · Set Your Time Away

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STEP 3

Tap Save Time Away

Choosing dates is only the first part.
Tap Save Time Away to save them.



Tap each date box to choose your Start Date and End Date.

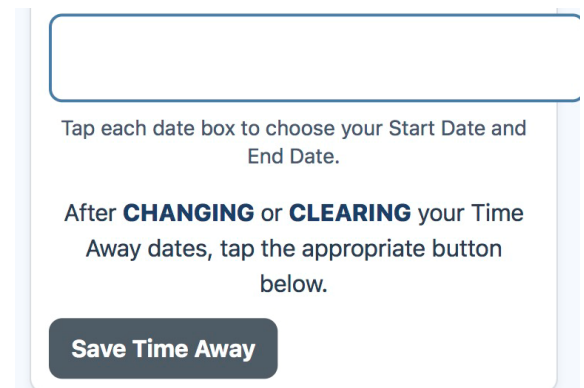
After **CHANGING** or **CLEARING** your Time Away dates, tap the appropriate button below.

Save Time Away

YOU'VE GOT THIS

Plans changed? Save again

After changing or clearing dates,
tap Save Time Away again.



Tap each date box to choose your Start Date and End Date.

After **CHANGING** or **CLEARING** your Time Away dates, tap the appropriate button below.

Save Time Away

Need help? Use Help on the site or ask your CERT administrator.

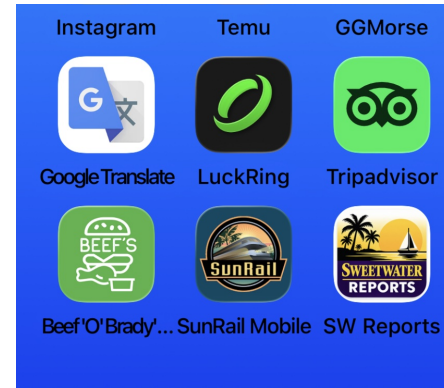
CERT · Add It to Your Phone

Simple steps. Take your time. Keep this guide handy.

ADD IT TO YOUR PHONE

Next time, just tap

Put SW Reports on your Home Screen.
No need to type the address each time.



STEP 1

Open Add to Phone

Go to swreports.com and choose CERT.

Tap Add to Phone near the top.



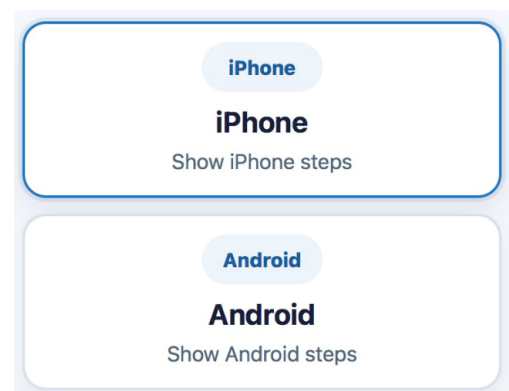
**SW
Reports**

[SW Reports](#) [Add to Phone](#) [Help](#)

STEP 2

Choose your phone

Tap iPhone or Android.
Follow the instructions on that page.



Need help? Use Help on the site or ask your CERT administrator.

swreports.com

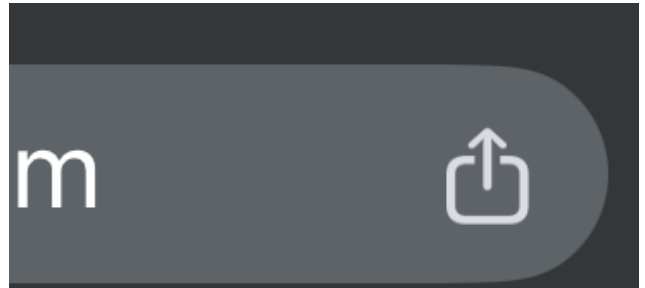
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IPHONE EXAMPLE

iPhone: open Share

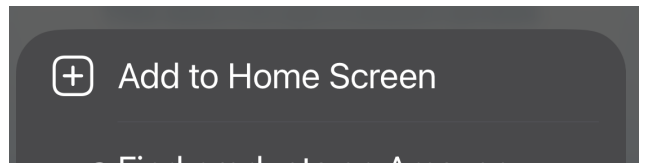
Tap the Share button.
Look for a box with an upward arrow.



IPHONE EXAMPLE

Choose Add to Home Screen

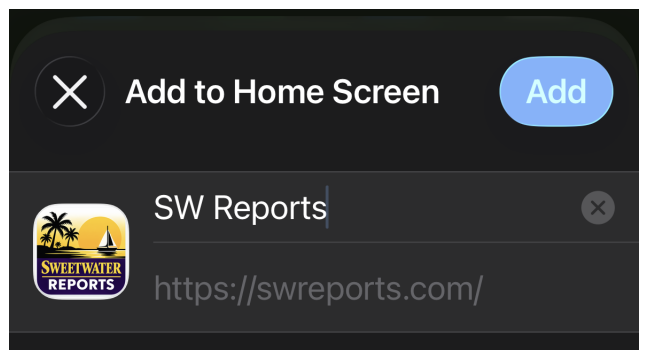
You may need to scroll
or tap View More first.



IPHONE EXAMPLE

Finish with Add

Leave the name as SW Reports.
Tap Add.



Need help? Use Help on the site or ask your CERT administrator.

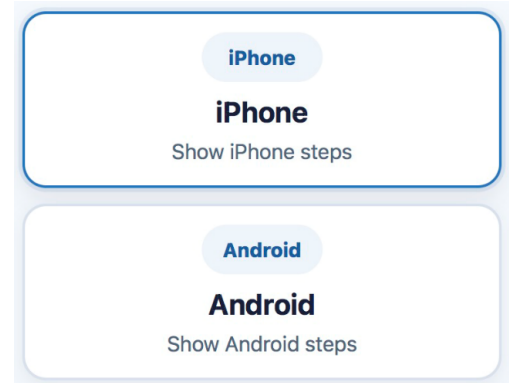
CERT · Add It to Your Phone

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ANDROID

Android: follow your page

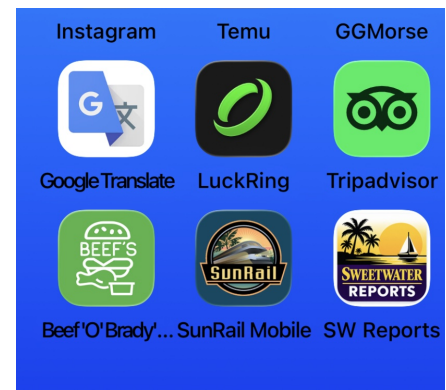
Choose Android on Add to Phone.
Follow the instructions shown there.



YOU'VE GOT THIS

Your shortcut is ready

Tap SW Reports on your Home Screen.
Choose CERT to report your hours.



GOOD TO KNOW

Finished? Sign out

Tap Sign Out at the top.
Then tap Sign Out to confirm.
Need a hand? Use Help.



Need help? Use Help on the site or ask your CERT administrator.