

## Background

Substantialperformance.com was built by the Construction Association of Nova Scotia (CANS) with broad-based industry support. The centralized electronic publication site was created to benefit our economy, industry, and protect the legal rights/responsibilities of industry participants. CANS has built a site for such purposes and is committed to making it available at no charge to all users.

Substantialperformance.com is extremely user friendly and self-explanatory. We have created the following FAQ document detailing various aspects of the site, including the definition of terms, how to create your account, view today's notices and submit certificates of substantial completion and completion of subcontract. As you are navigating the website, you'll notice definitions will appear if you hover over areas you need to complete, further instructing you on your next steps.

## How to Create Your Account

To submit a Certificate of Substantial Performance or submit Certification of Completion of Subcontract, you will need to first create an account.

To create your account, click on either 'Submit Certificate of Substantial Performance' or submit 'Certification of Completion of Performance.'

Choose 'Don't have an account – sign up here.' You will be prompted to enter the following information:

- Name
- Email
- Cell Phone
- Username
- Password

A text message will be sent to your mobile device with your Substantial Performance activation code. Enter this in the Activation Code field and click 'complete signup.' You will receive an email notification indicating you have signed up for [www.substantialperformance.com](http://www.substantialperformance.com).

## How to View Today's Notices

View Today's Notices lists all Certificates of Substantial Performance and Certification of Completion, and are viewable as soon as they are posted to [www.substantialperformance.com](http://www.substantialperformance.com). You can view these based on the date they are posted, location, owner, project number and description.

Once you have identified which certificate of substantial performance you would like to view, click on it and you will be able to see more details, including:

- Date posted
- Location information
- What the certificate is for and what date it was substantially performed on

- Owner name and address
- Contractor name and address
- Payment Certifier and address
- Identification of premise for preservation of liens

You also have the ability to download a PDF of the above details.

### **How to Submit Certificate of Substantial Performance**

To submit a Certificate of Substantial Performance, you will be required to enter the following information:

- Location information
- Enter improvement performed and when it was substantially performed on
- Project number
- Owner name and address
- Contractor name and address
- Payment certifier and address
- Enter lien information

You will be required to digitally sign and provide your name and title to certify that the information you have provided is complete and correct and that you are authorized to sign on behalf of the company or organization represented.

You must agree to the terms and conditions before posting the certificate.

### **How to Submit Certification of Completion of Subcontract**

To submit a Certification of Completion of Subcontract, you will be required to enter the following information:

- Subcontractor and other party
- Enter the service/materials performed
- Enter the improvement performed
- Location of premise
- When it was performed on
- Project number
- Owner name and address
- Contractor name and address
- Payment certifier and address
- Enter lien information

You will be required to digitally sign and provide your name and title to certify that the information you have provided is complete and correct and that you are authorized to sign on behalf of the company or organization represented.

You must agree to the terms and conditions before posting the certificate