

Create a CertExpress Account

You've decided to create a CertExpress account, so you can create and store all of your compliance documents and vendors. Here's how:

- 1. In the top-right corner of the landing page, click SIGN UP .
- 2. Enter your contact information in the Avalara CertExpress pop-up.
- 3. Follow the Terms and Conditions link to read. When finished, place a check in the box to approve, and then click SIGN UP .



4. You'll receive a six-digit verification code in an email from

Avalara CertExpress			
Hello! Thank you for signing up for CertExpress! Please verify your email address by using the 6 digit code below:			
533681			
Regards, The Avalara CertExpress Team			
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Enter that code in the next pop-up, and then click VERIFY ACCOUNT

support@certexpress.com_. It should look like this:

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<u>rms an</u>	We must verify your account email address prior to your first login.	Condition
	You should receive an email with a 6 digit verification code. Enter the verification code below to continue to your account.	
	Successfully created account. Please check your email to activate your account.	
	Verification Code *	
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5. If successful, you're logged into CertExpress and are directed to the ACCOUNT tab of the application. You'll need to finish providing contact information on this screen to complete your user profile. When finished, click SAVE & CONTINUE .

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6. Next, add your name (at least) and title plus signature (optional). Any details you provide here act as defaults for forms you create and store later. When finished, click SAVE & CONTINUE .

Avalara CertEvoress	
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	Signature Sign in the loss below and provide your name and life
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	Certage.
	SAVE

You're finished setting up your CertExpress account. From here, you may want to enter partners who might need compliance documents from you in the future.

enter and store a list of business