

Create and Store a Compliance Document

You want to use CertExpress to create and store a compliance document. Here's how:

## Create and store a compliance document

- 1. In the Create a Document box, use the exposure zone drop-down to choose a jurisdiction for your document.
- 2. Read the terms and conditions, and then place a check in the box to approve. Then click START .
- 3. Enter information about the company you're buying from. When finished, click SAVE AND CONTINUE
- 4. Next, enter information about you or your company. When finished, click SAVE AND CONTINUE
- 5. Then pick the reason you're exempt from paying tax on purchases from the business you entered.
- 6. On the next screen, you can either complete your document by filling out an online form, or you can upload a complete PDF of your document. You'll see the online form by default. To complete it, provide additional document details. When finished, click SAVE AND CONTINUE . If you want to upload a complete PDF, click the Fill Online toggle, and then upload.
- Enter your name, title, and signature. You're presented with a preview of your completed document. Click DOWNLOAD to save a copy of the complete document to your computer. Click PRINT to send the document to your printer. When finished, click SAVE AND CONTINUE .
- 8. Click SUBMIT CERTIFICATE

You've created a compliance document with CertExpress.