

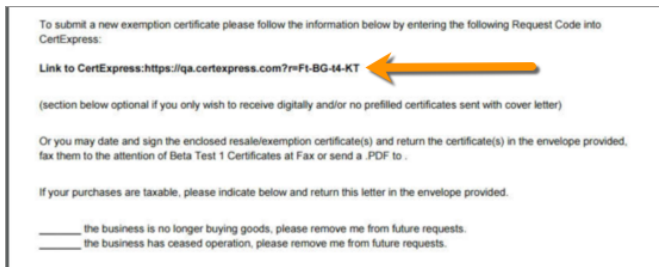


Respond to a Vendor Request

One of your vendors asked your company for an exemption certificate, excise license, or federal withholding form. You received an email request for your compliance document and would like to respond by submitting the requested document. Here's how:

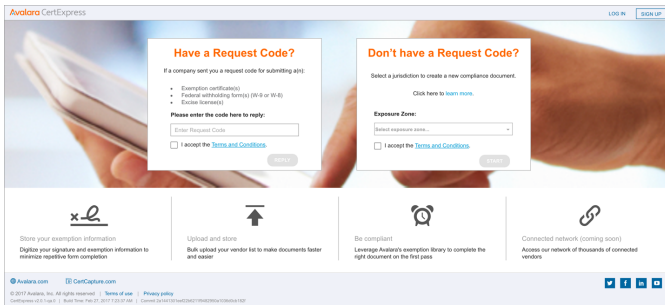
A. If there was a link to CertExpress in your email, start here

1. Follow the link.

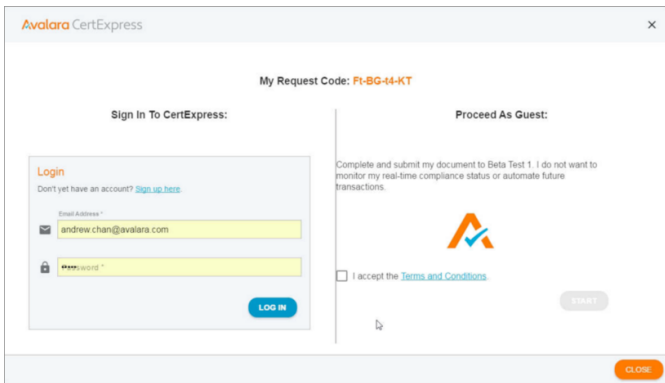


2. What you see next depends on how your vendor set up their request. The link could take you to the generic CertExpress landing page, or it might take you a personalized version of the landing page.

1. Here's the generic landing page. If you land here, copy the eight-digit request code from your email and paste it into the Enter Request Code box, and read and accept the terms and conditions. Then click REPLY .



2. Here's an example of a customized landing page. If you land here, either log in to an existing CertExpress account, follow the Sign up here link to create a new account, or complete the request as a CertExpress guest. If completing as a guest, review the terms and conditions, and then place a check in the box to accept. Then click START .



B. If there wasn't a link to CertExpress in your email, start here

1. Navigate to [CertExpress](#) .
2. Copy the eight-digit request code from your email and paste it into the **Enter Request Code** box, and read and accept the terms and conditions. Then click **REPLY** .

Whether you started with A or B above, do this next

1. Find the form you'd like to complete in the Action Required section. All of the compliance documents your vendor asked for are listed in that section. Place a check in the box next to the form you want to complete.
2. Next, use your name and contact information to complete the purchaser information form. When finished, click **SAVE AND CONTINUE** .
3. Then, choose the reason your business is exempt from paying tax to this vendor.
4. On the next screen, provide details about your business and what you purchase from this vendor. When finished, click **SAVE AND CONTINUE** .
5. Then, enter your name and title, and digitally sign the document. When finished, click **SAVE AND CONTINUE** .

You've completed your vendor request. CertExpress processes your document by sending it to the vendor who requested it. You should see a success message like this one:

