



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.
7. 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.