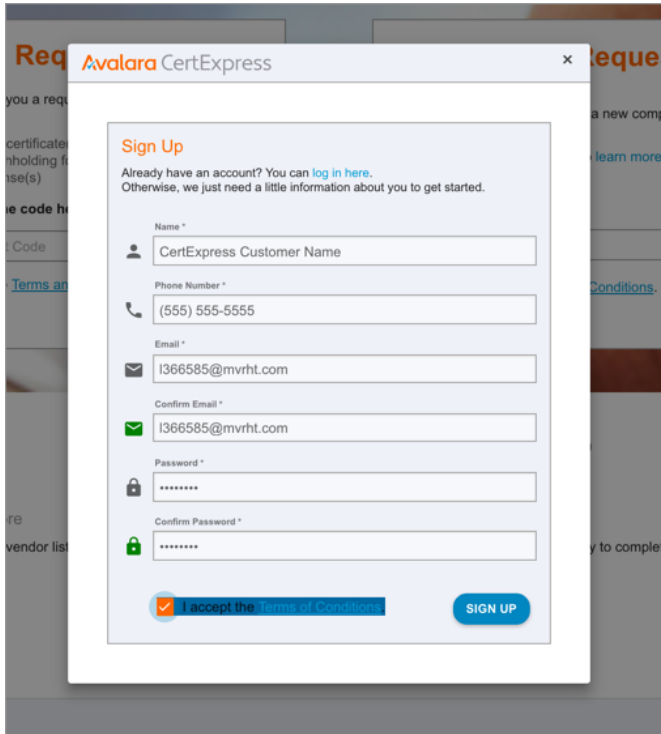




Create a CertExpress Account

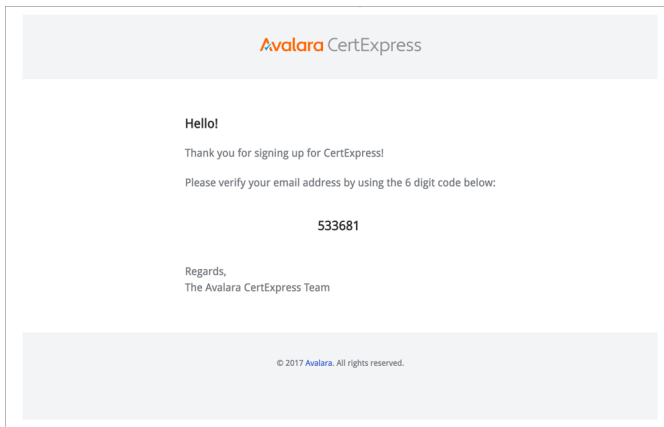
You've decided to create a CertExpress account, so you can create and store all of your compliance documents and vendors. Here's how:

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** .

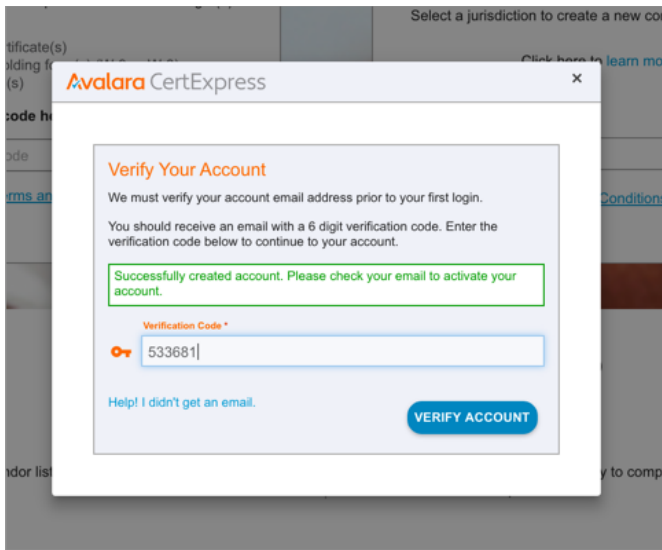


The image shows a 'Sign Up' pop-up window from Avalara CertExpress. The window has a title bar with the logo and a close button. The main content area is titled 'Sign Up' and includes a message: 'Already have an account? You can [log in here](#). Otherwise, we just need a little information about you to get started.' Below this are several input fields: 'Name *' with the placeholder 'CertExpress Customer Name', 'Phone Number *' with the placeholder '(555) 555-5555', 'Email *' with the placeholder '1366585@mvrht.com', 'Confirm Email *' with the placeholder '1366585@mvrht.com', 'Password *' with a masked field of six asterisks, and 'Confirm Password *' with a masked field of six asterisks. At the bottom left, there is a checkbox labeled 'I accept the [Terms and Conditions](#)' which is checked. At the bottom right, there is a blue button labeled 'SIGN UP'.

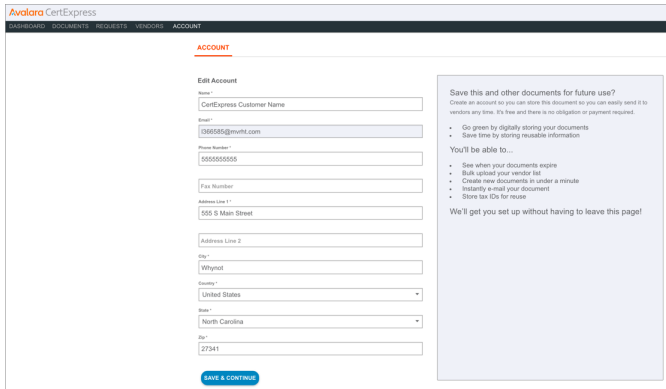
4. You'll receive a six-digit verification code in an email from support@certexpress.com . It should look like this:



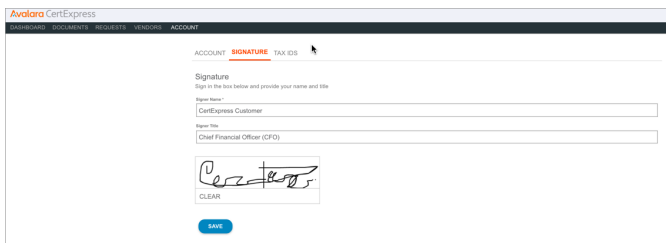
Enter that code in the next pop-up, and then click **VERIFY ACCOUNT** .



- 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**.



- 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**.



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