

## eCertify Step-by-Step Instructions

### STEP 1: Register for eCertify

- Register at the Greater Des Moines Partnership homepage: [www.DSMpartnership.com](http://www.DSMpartnership.com).
- In the Regional Economic Development tab click the link “International Trade”.
- Under “Certificates of Origin” are two links, “create a user profile for your company” and “get started here”.
- Click the link “Create a user profile for your company”.
- **NOTE:** This user profile will be for the “Authorized User” or Primary Account Holder this should be completed by the Main Contact person for your company regarding eCertify.
- Please fill in all “starred” fields as accurately as possible.
- **NOTE:** The email address that is entered in the “Email” field cannot be changed. For that reason we suggest having a dedicated inbox for eCertify mail, in case an employee should change positions or no longer be employed with the company.
- **NOTE:** The “Submission Method” field will determine how you are able to upload documents to eCertify for processing. The preferred method is “eCert WebDocs”. By selecting “eCert WebDocs” you will be able to use eCertify’s Certificate of Origin document templates.
- Upon completion, you will receive an email requesting that you confirm your email address.
- Upon your confirmation, the Greater Des Moines Partnership will review your registration and grant your company approval.
- You will receive an additional email that will have a link to login and a link for an online video tutorial.
- **NOTE:** We suggest you save the “get started here”/Login link to your favorites in your preferred web browser.
- Once you have registered, you are now officially the “Authorized User” and will be able to invite other employees.

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### STEP 2: Processing Certificate of Origins Documents

- The eCertify login link is located in your confirmation email, or the “get started here” link.
- From the menu on the right, select the “Create Shipment” link.
- Here you will fill in data that will populate the information for: Certificates of Origin, Commercial Invoices, Packing List, and Container Packing List. When completed, click “Save” found at the bottom of the screen, and proceed.
- Fill in the necessary data and click “Save”, “Preview”, and “Submit” if this is the only document you will need. Otherwise continue throughout the screens for your desired documents.
- **NOTE:** We suggest previewing your document(s) whenever the option is provided. This will help in preventing mis-filled documents and the possibility of purchasing a document that does not match your shipment.
- Upon submission, you will be given the opportunity to add a Commercial Invoice, Packing List, etc. Additionally, a space is provided to send any special instructions to the Greater Des Moines Partnership on the submission screen.
- This order will go into your queue within your “Pending Shipments”. A link is located in the main menu on the left hand side.
- Once you have submitted, the Greater Des Moines Partnership will review and approve or deny your request. In the rare instance that your request is denied, you will have the option of editing your request and resubmitting, or creating a new order free of charge.
- Your documents will now be housed in your “Pending Shipments” queue. You will then be able to preview your document before purchasing, this can be done by clicking the green down arrow.
- If you are satisfied with your documents, add this order to your “Cart” and purchase the item through eCertify’s PayPal account (check or credit card).
- The documents will then be within a “pop-up” for you to print and also emailed. These documents can be located in the queue going forward.

For any questions regarding eCertify, or the eCertify process, please contact the Greater Des Moines Partnership at (515) 286-4950 for more information.