

ACCOUNT OVERVIEW AND SET UP GUIDE

Managing certs is about to get a whole lot easier



SmartCert was built by the industry, for the industry to eliminate missing paperwork and the hassle of manual cert processes. As a universal platform and global network, SmartCert provides a more efficient way for companies large and small, to receive, create, manage, and send quality certs.

REDACT,
SIGN,
& ADJUST
CERTS

O7/GR.B, PLAIN

Certificate.doc



SIGN UP FOR FREE to start sending and receiving certs

- DELIVERY AUTOMATION
- 24/7 ACCESS FOR YOUR TEAM
- REDACT, SIGN AND ADJUST CERTS
- CENTRALIZED, SECURE STORAGE
- SEARCH, SORT & FILTER
- DOWNLOAD, PRINT, AND SEND
- REAL-TIME UPDATES

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Create a free account for your company at GetSmartCert.com (instructions on next page)

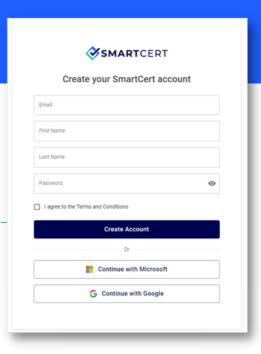
Cert packages from your suppliers will be automatically added to your company's Received Dashboard

Digital approvals, redactions, and adjustments to certs for your customers are just a click away!

Getting started is easy!

GO TO GETSMARTCERT.COM
AND CLICK SIGN UP

Create and log in to your account with one-click access using your Microsoft or Google work account OR enter you email, first & last name and set a password.



Welcome to SmartCert!

Taking the paper and the work out of paperwork.™

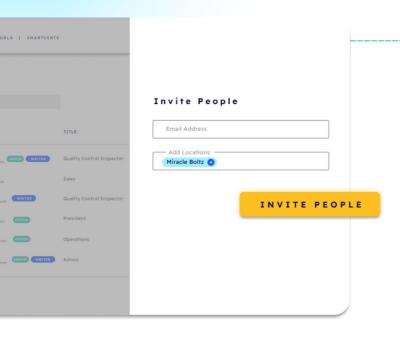
Let's create your company account to enable all the features available on the platform

Type your company name here

2

CREATE YOUR COMPANY

In order to automate inbound SmartCerts, you'll need to create your company account or join your company if there is an existing account. Simply follow the prompts in SmartCert once your email has been verified.



ADD YOUR TEAM

Invite your team members to your account by clicking on your company name next to the SmartCert logo.

If you haven't created your account and received an email to view certs on SmartCert from your supplier, simply click the invitation link in the email to create an account. The SmartCert will be available on your Received Dashboard.

All future SmartCerts will automatically be delivered to your dashboard and a daily summary email will update you on what's been received.

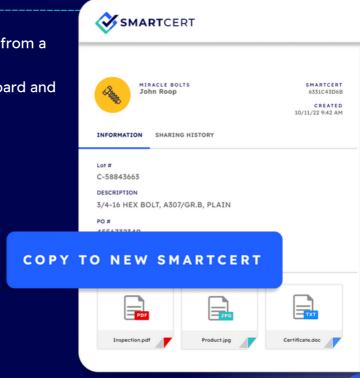




Copy information and documents from a received SmartCert to build your inventory on your Created Dashboard and send certs to your customers.

WITH SMARTCERT'S DOCUMENT PROCESSING TOOLS, YOU CAN:

- Digitally review, approve, and sign certs from suppliers
- 2. Redact supplier information for use with your customers
- 3. Add or remove pages to your cert package
- 4. Generate new certs
- 5. Use our C of C template or build your own







INVITE YOUR CUSTOMERS AND SUPPLIERS

When you're ready to introduce SmartCert to your customers and suppliers, we've got that covered too!

Visit our Help Center for FAQs, How-to-video resources, and templates and tools for communication with your customers and suppliers.

HAVE QUESTIONS?

Click here to contact the SmartCert support team or email support@smartcert.tech



