



Certify is a cloud-based expense management software that helps you manage your receipts and create instant expense reports.

What can you do with Certify?

- Link Uber, Lyft, and other vendors to your account
- Take a picture of a receipt using the app on your phone and instruct it to auto populate
- Sync your mobile device with your online account
- Have the app track your mileage to be submitted
- Automatically create expense reports

Registration

You will receive a Welcome Email from Certify (accounts@certify.com) with your username and a temporary password. If you do not receive the Welcome Email, check your junk/spam folder, or contact your Certify Administrator at InterimSupport@nhss.com or (480) 626-4885.

Once you receive the email, go to www.certify.com and enter your email address and the temporary password provided in your Welcome Email. Complete the simple registration process to set up your Certify account.

Training

To learn how to use Certify, select the following link: [Help Center / Training Videos](#)

These videos contain a wide variety of tutorials regarding Certify's multiple features, including:

- Certify Mobile
- Certify Wallet
- Creating Reports
- Approving Reports
- Certify ACH
- Certify Invoice

Policies

Timely expense reports help everyone. Please submit your expense reports frequently. Expense reports submitted after 60 days will require an exception approval.