



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](mailto: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](mailto:InterimSupport@nhss.com) or (480) 626-4885.

Once you receive the email, go to [www.certify.com](http://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
  - Instructions for forwarding emailed receipts directly to your Certify Wallet can be found by clicking [here](#)
- 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.