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
  - Instructions for forwarding emailed receipts directly to your Certify Wallet can be found by clicking here
- Creating Reports
- Approving Reports
- Certify ACH
- Certify Invoice

Please note, Certify uses some automated language such as 'Archived' that requires some clarification. Here is the flow of the expense report process:

- **Draft**
    - An expense report that is currently being created, or that is completed but not yet submitted.
- **Pending Approval**
    - When the report has been submitted by the Employee
- **Pending Payment**
    - When the Employee is awaiting reimbursement
- **Archived**
    - When the expense report has completed moving through Ceritify's process flow. Certify sends the report to the Archived folder for permanent storage on their platform. However, this does not mean the NHS Solutions process has been completed. Once a report gets to Pending Payment, it is sent to the NHS Solutions accounting department where actual payment to the Employee's bank account within 7-10 days.

Policies
Timely expense reports help everyone. Please submit your expense reports frequently. Expense reports submitted after 30 days will require an exception approval. Ideally, expense reports are submitted every 7 or 14 days.