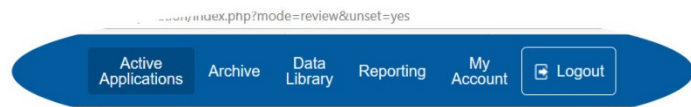


Login to essCert at www.esscert.com

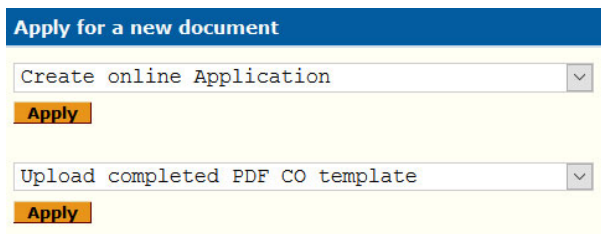
Arrive at the **Active Applications** page, your center for Chamber certification processing activity,



Select a submission method

Create online Application allows you to complete an online Certification of Origin template. Open drop down menu to see document options.

Upload completed PDF CO template allows you to upload your own fully completed Certificate of Origin template for Chamber certification. Open drop down menu to see document options.

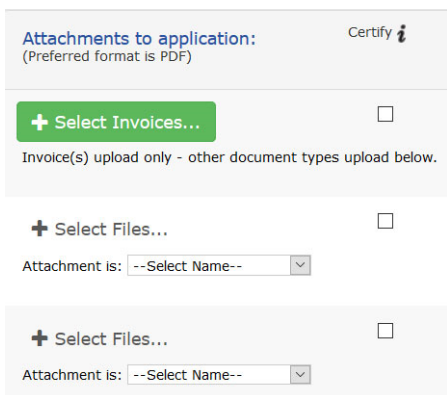


If you choose Create online Application (if you are uploading your own Completed PDF CO template, see page two for a guide to that process)

Attachment documents

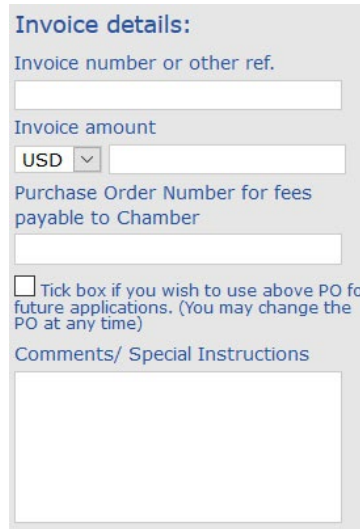
Upload your export invoice and/or other attachments your Chamber needs to verify your Application. If you wish to have your Chamber certify your invoice or other attachments, simply check the “Certify” box.

You can upload up to 10 documents in each document type.



Add invoice details and comments

Enter invoice reference details, and amount. Have a purchase order for fees payable to the Chamber? Enter it here. If you have any comments or special instructions for the Chamber (optional), enter those here.



Scroll down, and complete online template

A **Glossary of Certificate of Origin terms** on page two of this document will help guide you in completing the online template form.

Submit Application online to the Chamber

Clicking **Submit** will open the processing option form



Clicking Exporter Prints button will submit your application to the Chamber for review.

Chamber approval of your Application

On Approval by your Chamber, you will receive an email confirming your Application has been approved. Simply log back in to essCert (or, if you are still logged in, click on “Active Applications” to refresh your screen) and click the **Issue** link to print your completed and approved Certificate of Origin.

If you are uploading your own completed PDF Certificate of Origin template

(if you are creating an online Application, see page one for a guide to that process)

Click the **Select PDF Template** button to navigate to your **completed** PDF template on your own computer, and upload it to the system. Add in your reference number and select the country of destination for this shipment.

1. Consignor (or Originator)* Consignor/Originator ref.*

[TEST] DEMO CLIENT | ADDRESS 2

[TEST] DEMO CLIENT
ADDRESS 1587
ADDRESS 2. AUSTRALIA

41-43 Raw Hides, Skins, Leather & Furs

* For statistics - does not appear on document

+ Select PDF Template

Upload Your CHAFTA Certificate of Origin PDF Template

2 Country of Destination *

--- Select Country of Destination ---

Attachment documents

Upload your export invoice and/or other attachments your Chamber needs to verify your Application. If you wish to have your Chamber certify your invoice or other attachments, simply check the "Certify" box.

You can upload up to 10 documents in each document type.

Attachments to application: Certify

(Preferred format is PDF)

+ Select Invoices...

Invoice(s) upload only - other document types upload below.

+ Select Files...

Attachment is: --Select Name--

+ Select Files...

Attachment is: --Select Name--

Add invoice details and comments

Enter invoice reference details, and amount. Have a purchase order for fees payable to the Chamber? Enter it here. If you have any comments or special instructions for the Chamber (optional), enter those here.

Invoice details:

Invoice number or other ref.

Invoice amount

USD

Purchase Order Number for fees payable to Chamber

Tick box if you wish to use above PO for future applications. (You may change the PO at any time)

Comments/ Special Instructions

Submit Application online to the Chamber

Clicking **Submit** will open the processing option form

Click here for Exporter Prints/DIY

Certification Fee = USD
Shipping/Handling = USD
Total Charges = USD

YOU will print your document; the Chamber will electronically stamp and sign your document, and return online to you for printing using a color printer.

Clicking Exporter Prints button will submit your application to the Chamber for review.

Chamber approval of your Application

On Approval by your Chamber, you will receive an email confirming your Application has been approved. Simply log bag in to essCert (or, if you are still logged in, click on "Active Applications" to refresh your screen) and click the [Issue](#) link to print your completed and approved Certificate of Origin.

essCert Platform Information

Blank Templates – Go to the Cert Templates & Help Centre (accessible from the Active Applications page), all templates can be downloaded from here.

Need to Print your documents again? – Go to the Archive page, open the application and use the Print Extra button to generate your documents to print.

Want to Copy a previous application? – Go to the Archive page, open the application and use the Copy button to generate a copy of the original application that can be edited.

Consignors/Consignees – Adding a new Consignor or Consignee while creating an application will save the details automatically for the next time you need to use them, saving you from having to re-type each time.

Rejected Application? – If your application is rejected, simply press the Edit link, make the necessary amendments in accordance with the rejection reason and then resubmit to the Chamber for review.

Need Technical Assistance – Contact our 24/7/365 support desk:

Email address: support@esscert.com

Telephone: +61 8 7444 5030