

## Login to essCert at [www.esscert.com](http://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.

**Upload completed PDF CO template** allows you to upload your own fully completed Certificate of Origin template for Chamber certification.

### Apply for a new document

Create online Application

Upload completed PDF CO template

**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.

Attachments to application: Certify   
(Preferred format is PDF)

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

Attachment is:

Attachment is:

## 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

## 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  will bring you to the pricing 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.**

Chamber fees will be displayed to you prior to submission.

Clicking to submit your Application accepts these fees.

## 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.

## 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.

## 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.

## Submit Application online to the Chamber

Clicking **Submit** will bring you to the pricing 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.**

Chamber fees will be displayed to you prior to submission.

Clicking to submit your Application accepts these fees.

## 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.

## Glossary of Certificate of Origin terms

**Consignor** – The export shipper; typically, the party who is issuing the export invoice.

**Consignee** – Typically, the importer; the party to whom the shipment is being sent.

**Country of Origin** – The country(ies) of manufacture of the goods. It is very important that the exporter understands rules of origin (manufacture or substantial transformation) before declaring the origin of goods.

**Transport Details** – Air, ocean, rail, etc. as a means of shipment. Optionally included on a Certificate of Origin.

**Remarks** – Optional notations on the Certificate of Origin itself related to the shipment, most often Letter of Credit numbers or import license numbers (provided by your importer).

**Item numbers, marks, number & kind of packages, description of goods** – A general description of the goods is typically all that is required, and not full invoice details, unless otherwise specified by your importer or in a bank letter of credit.

**Quantity** – The gross and/or net weight or any measures and quantities. Gross and or Net weight(s) must be specified, as well as unit of measure (i.e., KG or LBS).