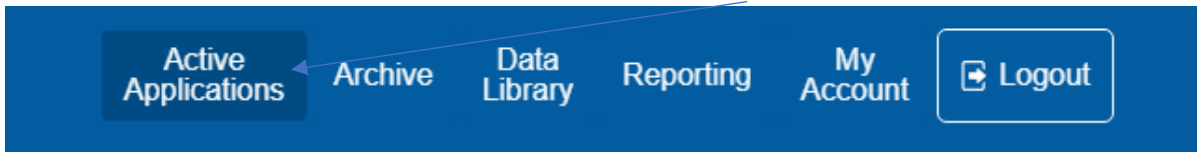
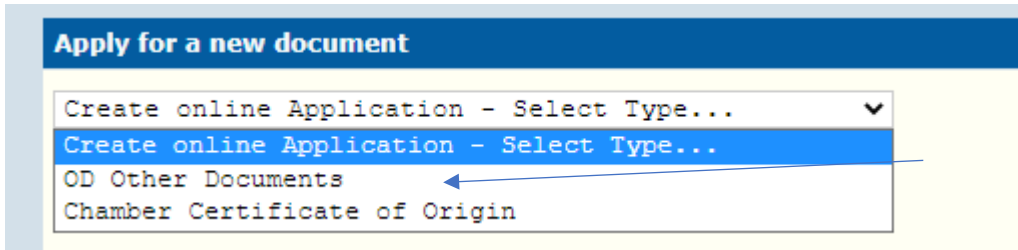


# To submit a PDF document 'other than a CO' on essCert:

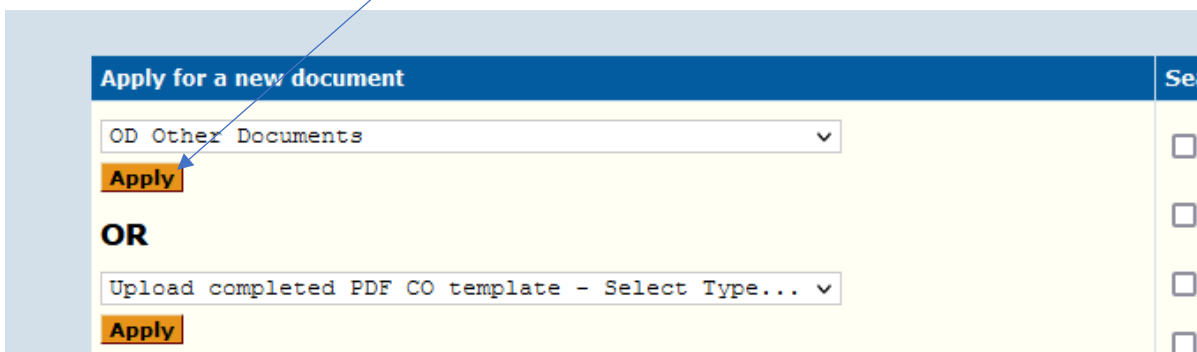
## Go to the Active Applications tab:



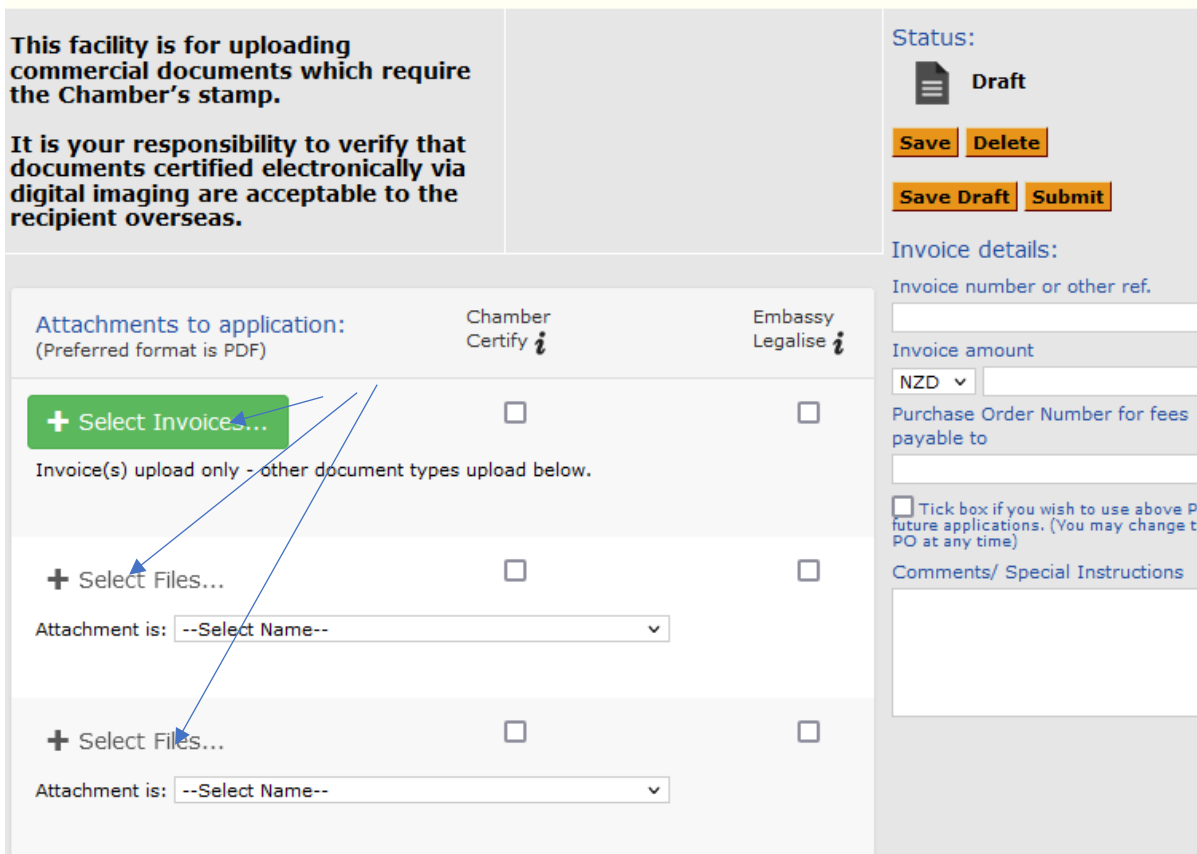
'Create online Application - select type' application: OD Other document



Then click orange 'Apply' button



Select the file required to be certified by the Chamber



To submit click the orange tab 'Submit':

Please select the file 'Select Name' from the drop down and 'check' the box for the Chamber to certify: 'Chamber Certify *i*' box.

Attachments to application:  
(Preferred format is PDF)

Chamber Certify *i*

+ Select Invoices...

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

+ Select Files...

Attachment is: --Select Name--

+ Select Files...

Attachment is: --Select Name--

Then click the orange 'Submit' button to submit your documentation

Submit

Click the “[Click here for Exporter Prints](#)” tab to submit the CO.

**Please click below to submit your Application:**

[Click here for Exporter Prints](#)

Once approved, print this document at your desk fully certified!

[Cancel](#)


Once submitted, you will automatically be taken to your ‘[Active Applications](#)’ page

[Active Applications](#) [Archive](#) [Data Library](#) [Reporting](#) [My Account](#) [Logout](#)

and the CO will appear with the ‘[Status](#)’ “At Chamber”

[Status](#)

A Z ↓

 At Chamber	TE DIY	NZ	23 Jan 2023 10:41 NZDT	225026617TE	test for guide EC202200849
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