

# ELECTRONIC CERTIFICATES OF ORIGIN

## FASTER & MORE SECURE

- Secure business transactions with security background on completed certificates.
- Quickly verify certificate authenticity at [www.certificates.iccwbo.org](http://www.certificates.iccwbo.org).
- Control quality, cost, scheduling, and performance issues, and reduce shipment delays due to incomplete documentation.
- Easily comply with rules, regulations, and international industry best practices.
- Prevent common errors with repetitive applications—**perfect for high volume users**.
- Easily access all applications, including audit trail, fully searchable database, and attachments.
- Manage certificates with downloadable Excel and PDF reports.
- The AWTC seal is recognized and accepted by customs worldwide.

**[Click Here to Become an Alliance Member.](#)**



### ONLINE APPLICATIONS

- Same day processing
- Print certified documents anywhere, anytime



### SECURITY & COMPLIANCE

- Verify at [certificateoforigin.com](http://certificateoforigin.com) or at [certificates.iccwbo.org](http://certificates.iccwbo.org)
- Utilize international template



### ADDITIONAL SERVICES

- Legalization requests
- Management reports
- Certificates of Free Sale



### LOW COST TO BUSINESSES

- \$50 per document
- \$25 special member rate



IN PARTNERSHIP WITH

AMERICAN WORLD TRADE  
CHAMBER OF COMMERCE

*AWTC is the only U.S. member of the International Chamber of Commerce of Origin (CO) Accreditation Chain*



AURORA REGIONAL ECONOMIC  
**ALLIANCE**  
A Chamber of Commerce & Economic Development Corporation

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**THE CHAMBER THAT MOVES BUSINESS FORWARD**

# ELECTRONIC CERTIFICATES OF ORIGIN

## QUICK REFERENCE GUIDE

### LOG IN AND PASSWORD

- After you log in ([www.CertificateofOriginOnline.com](http://www.CertificateofOriginOnline.com)) to the system for the first time, it is recommended that you change your password. You can do this by clicking on the My Account link near the top of the page. Scroll to the bottom of that page and click Change Password.

### SETTING UP ADDITIONAL USERS

- This feature is only available to the Primary System User [Superuser] at your company. Additional users may be set up at your company. The primary system user [Superuser] is the only person who can add additional users (other users will NOT be able to add additional users).
- The Superuser simply clicks the My Account link near the top of the page, then clicks the Manage Users link. From this same page, the Superuser can disable user accounts (e.g., if an employee leaves the company), edit user details, reset user passwords, and more.

### APPLYING FOR CERTIFICATES OF ORIGIN

- When you login, you will arrive at Active Applications. From here, you can apply for new documents or save drafts of documents for later.
- Once you have applications in the system, you can create a new application that is a copy of the previous application. To do this, search for previous applications in the archive. Open/view the application and click Copy.

### INVOICE DETAILS

- Note that the Invoice Number and Invoice Amount are optional fields if you would like to save those details for your own information.

### ATTACHING DOCUMENTS

- You can electronically attach documents to your application utilizing the Attachment boxes provided. These documents should be the support information with details concerning the shipment and its origin. When uploading documents for the Alliance to review, there is a check box next to each attachment in the Certify column. If this box is checked, it means you are requesting the Alliance to stamp/certify the document. If you do not want a document stamped/certified, simply uncheck the box before submission. If stamping is required, an additional document fee will apply.

### STORING CREDIT CARDS

- Only the Superuser/System Admin (the original person who signed up) can store credit cards. When they enter their credit card number there is a tick box at the bottom that says, "Save for Future Use." If they tick it, they won't have to enter the card again and it will save for all users.

### FILE FORMATS

- PDFs are the preferred format although you can attach Word or Excel documents. Make sure, prior to uploading any attachments, that they are properly formatted for printing.

### CONSIGNORS, CONSIGNEES

- To complete the Consignor or Consignee box, you must select a name from the lookup.
- The first time you use the system, there will be no Consignors or Consignees set up. Simply click Add New... in the Consignor and Consignee lookup, and you can add new Consignors and Consignees. There is no limit to the number of Consignors and Consignees you can set up in the system.
- If you are exporting solely in your company's name, you will only need one Consignor, but you can have additional Consignors if required, such as different company divisions/subsidiaries or different clients, if you are a freight forwarder.



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## QUICK REFERENCE GUIDE

### TRANSPORT, COUNTRY OF ORIGIN, GOODS DESCRIPTION, QUANTITY

- Simply fill out the rest of the application as you would any paper application (note that there is a facility for you to store repetitive text for future use if desired). The goods description can be as long as required, the final certificate will automatically paginate.

### SUBMITTING APPLICATION TO THE ALLIANCE

- Once you've completed the application, review for accuracy, and simply click the orange Submit Application button (or save as a DRAFT).

### SELF-SERVICE VS FULL SERVICE

- **SELF SERVICE:** Choose Self Service if you wish to print your certificate at your own desk using a color printer, including a digitally imaged Alliance seal and signature printed on your certificate over a security background.
- **FULL SERVICE:** Choose Full Service if you wish to have the Alliance print your Certificate, hand stamp and/or emboss, manually sign, and return to you by courier at your expense. IF YOU NEED YOUR CERTIFICATE LEGALIZED BY AN EMBASSY, CHOOSE FULL SERVICE AND PROVIDE SPECIFIC INSTRUCTIONS IN THE COMMENTS /SPECIAL INSTRUCTION BOX. We will contact you regarding specific Embassy pricing prior to processing.

### APPROVED APPLICATIONS

- When the application is approved, you will receive an email advising you to log back in to the system and issue your Certificate of Origin. The approval email will provide complete instructions on printing your Certificate of Origin.

### REJECTED APPLICATIONS

- In the event of an apparent problem with your application, it will be rejected by the Alliance; however, you will receive an email with details of the reason the application was rejected. You can log back in and see the rejected application listed on the first page (Active Applications). There is no need to re-enter the entire application; simply click the Edit link shown, and you can edit your application as required and re-submit to the Alliance. You will not be charged until the application is approved.

### ARCHIVING

- Please note that an archive is kept of all your applications including those awaiting Alliance approval, those in draft form, any issued Certificates, etc. Simply click the archive link near the top of the page to access all your application history.

