



Electronic Certificates of Origin Processing

Exporters, follow the instructions below to register:

- Go to **essCert.com** and click "Register" (top right)
- Choose "USA" and "Catawba County Chamber of Commerce"
- Fill in your company information and logo, if desired.
- You will receive a confirmation from EssCert and will notify the Catawba Chamber team of your registration for approval. Once approved, you will receive an email with your username and password.
- Once this is completed you are ready to go live.
- Cost for this service for any Chamber partner is \$15 per Certificate of Origin & \$5 for any additional documents (invoice, bill of lading); Cost for non-members is \$50 per eCOO & \$5 per additional document.

Once you receive access to the system, Lisa Killian will send you step-by-step instructions on how to create a certificate of origin. Here's a brief overview to share how easy it is to use:

- The program will securely save your company information, customer information, destination, and even product information with weight, if desired. Once everything is entered on your COO, the system prompts the Chamber team by email for approval.
- Once approved by our team and the eCO is ready to print, you will be notified via email.
- Your printed copy will have a unique number for tracking and verification purposes, our Chamber seal, signature and date.
- **All Certificates of Origin are processed within one hour of electronic submission (The majority are processed within 30 minutes).**

For questions or questions regarding registration or eCOO processing, contact Lisa Killian with the Chamber of Catawba County at lkillian@catawbachamber.org. Office hours are from 8:30AM – 5:00PM, Monday – Friday.