


EMPLOYEE USER SET UP IN CERTIFY

Please note: The Certify set up is for WMU employees only.


1. Log onto the Certify site: <https://www.certifytravel.com>
 - Company name: WMU
 - Member ID: NewUser
 - Password: Leave blank and click on the Login button



The screenshot displays the Certify website's login interface. At the top, the logo features the word "certify" in blue lowercase letters, followed by a red circle containing a white checkmark. Below the logo, the tagline "travel & expense made easy" is written in a smaller font, with "made easy" in red. The main content area is a dark blue panel with a white "User Login" section on the left and a "Resources" section on the right. The "User Login" section includes three input fields: "Company" with "WMU" entered, "Member ID" with "NewUser" entered, and "Password" which is empty. Below the password field is a link for "Lost Password". At the bottom of the login section, there is a "Remember Login" checkbox (which is unchecked) and a green "Login" button. The "Resources" section on the right contains two links: "Quick Reference Guide" and "Frequently Asked Questions", each preceded by a small diamond icon.

2. Complete the required personal information and create a unique Member ID as shown below. The Member ID will be used for all future logins. The email address should be your WMU email address. When finished, click on Save.

Traveler: New User Logout



User Setup

(*) Indicates required information.

Name

Prefix

*First Name Middle Name or Initial *Last Name Suffix

*Member ID *Primary E-Mail Address

Phone Numbers

	Country Code	City/Area Code	Phone Number	Extension Number
Home Phone	<input type="text" value="(select)"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Work Phone	<input type="text" value="(select)"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. The system will email you a link to create a password. After you click on 'Send email', you will see an access code. Click the link in the email and enter the access code when creating your password.

Traveler: Buster Bronco

[Logout](#)



Password must change

Select your valid email address and click 'Send' to receive an email allowing you to set your password.

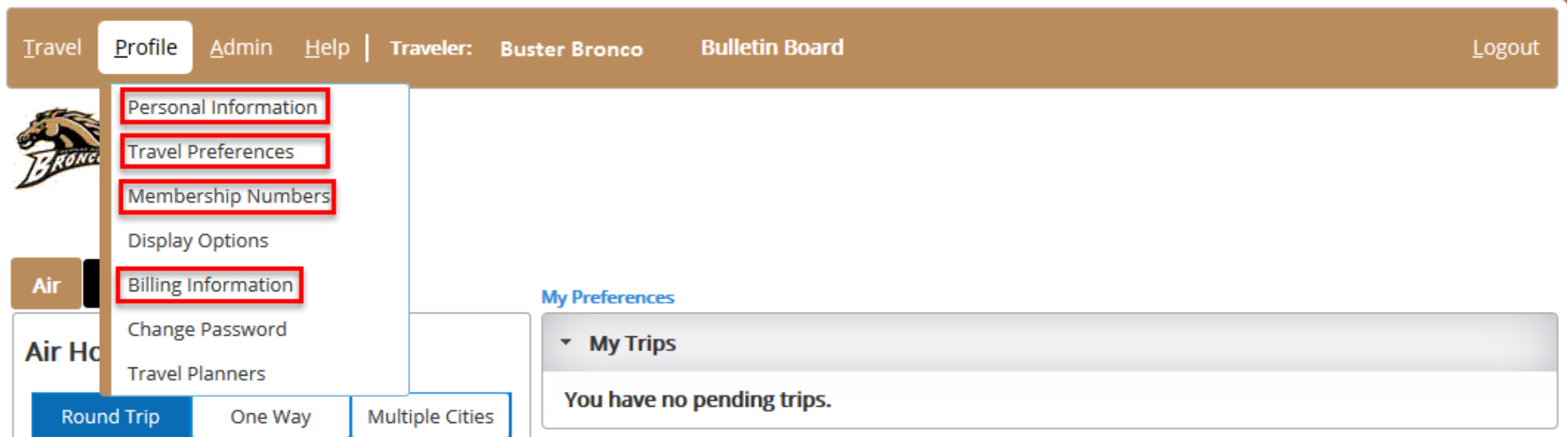
Available Email Adresses

b*****o@wmich.edu

[Send Email](#)

4. After you are in the site, click on 'Continue' until you get to the Home page. Click on the Profile tab and finish filling out the following pages:

- Personal Information – Birth date and gender are required to issue an airline ticket.
- Travel Preferences – Under Air Preferences, the system defaults to preference of aisle seats. If you prefer window seats, change your preference here.
- Membership numbers- ****Note: the Hertz number you will see is for direct billing to WMU. Only remove or change if you have a personal Hertz Gold number.**
- Billing Information- Only needed if you are booking a hotel. It must be guaranteed to a personal credit card.



The screenshot shows a user interface with a brown navigation bar at the top. The bar contains the following elements from left to right: 'Travel', 'Profile' (highlighted with a white background), 'Admin', 'Help', 'Traveler: Buster Bronco', 'Bulletin Board', and 'Logout'. Below the navigation bar is a vertical sidebar on the left containing a horse logo with the word 'BRONCO' and a button labeled 'Air'. A dropdown menu is open from the 'Profile' tab, listing the following options: 'Personal Information', 'Travel Preferences', 'Membership Numbers', 'Display Options', 'Billing Information', 'Change Password', and 'Travel Planners'. The 'Personal Information', 'Travel Preferences', 'Membership Numbers', and 'Billing Information' options are each enclosed in a red rectangular box. Below the sidebar, there are three buttons: 'Round Trip' (highlighted in blue), 'One Way', and 'Multiple Cities'. On the right side of the page, there is a section titled 'My Preferences' with a sub-section 'My Trips' that contains the text 'You have no pending trips.'

5. After this information is completed, you can book airfare by going to the travel tab and select "Start a new trip".