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
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.
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.
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.

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