

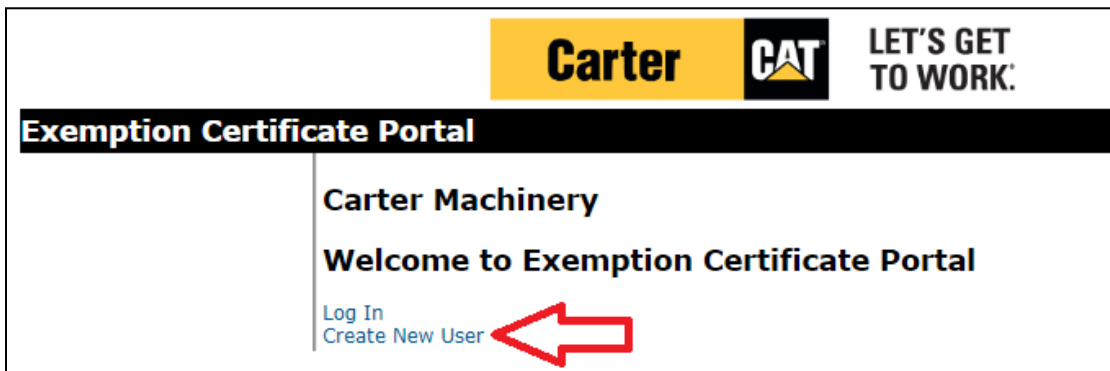
Tax Exemption Online Portal Guide

To utilize the certificate portal, you must already be a tax-exempt customer with Carter Machinery Co, Inc.

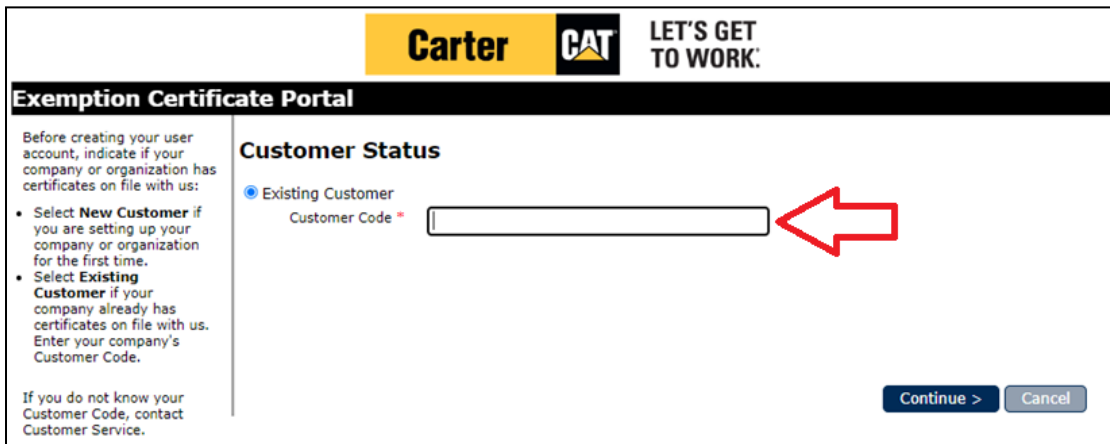
Please reach out to TaxForms@cartermachinery.com for assistance and include your customer account number.

First Time Users

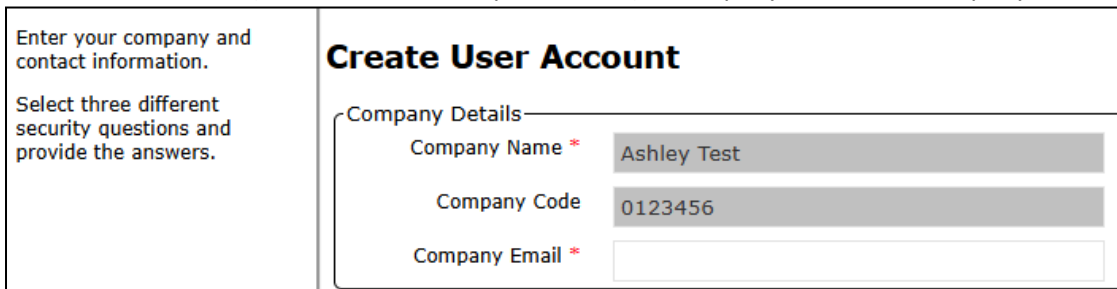
1. Select Create New User.



2. Customer Code is your account number (tax-exempt accounts only).

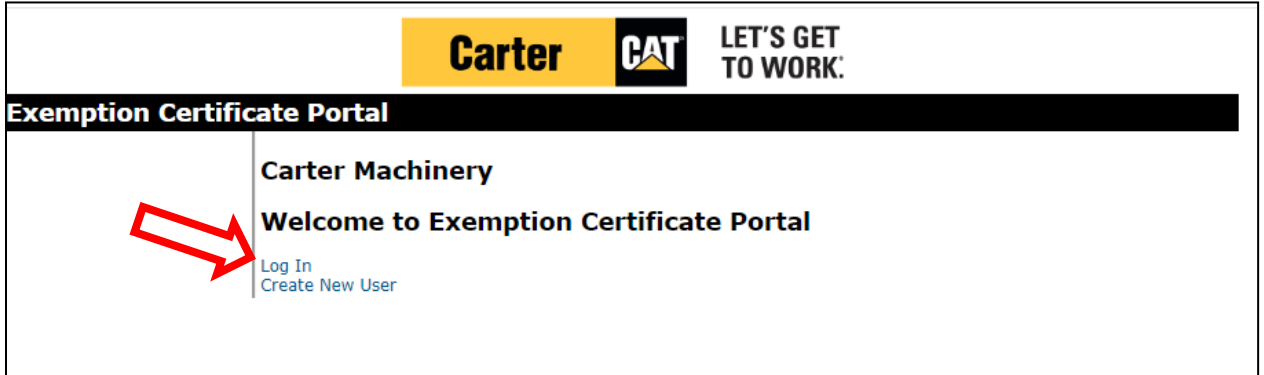


3. Create User account (red asterisks are required fields) – Company Name and Company Code are prefilled.



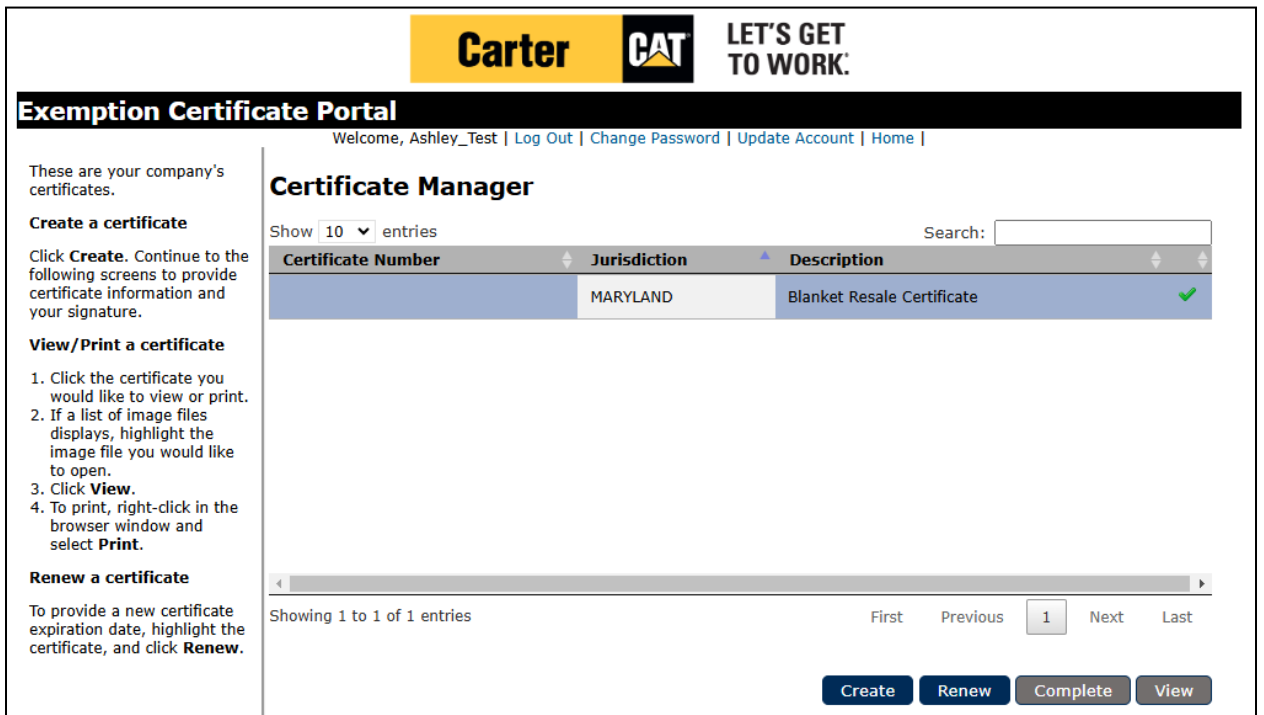
Tax Exemption Online Portal Guide

4. Log in with created credentials.



Carter Machinery
Welcome to Exemption Certificate Portal
[Log In](#)
[Create New User](#)

5. Create/upload and manage tax exemptions.



Welcome, Ashley_Test | [Log Out](#) | [Change Password](#) | [Update Account](#) | [Home](#) |

These are your company's certificates.


Create a certificate
 Click **Create**. Continue to the following screens to provide certificate information and your signature.

View/Print a certificate
 1. Click the certificate you would like to view or print.
 2. If a list of image files displays, highlight the image file you would like to open.
 3. Click **View**.
 4. To print, right-click in the browser window and select **Print**.

Renew a certificate
 To provide a new certificate expiration date, highlight the certificate, and click **Renew**.

Certificate Manager

Show entries Search:

Certificate Number	Jurisdiction	Description
	MARYLAND	Blanket Resale Certificate 

Showing 1 to 1 of 1 entries

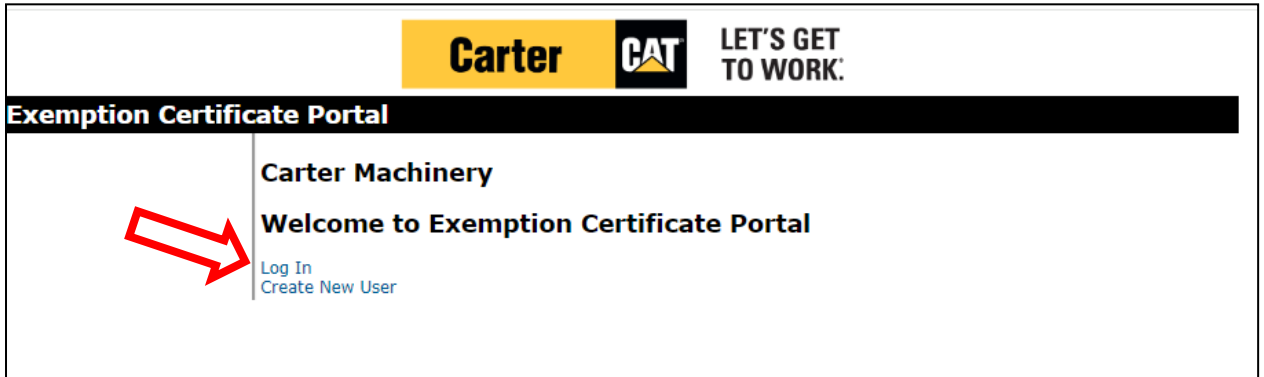
First Previous **1** Next Last

[Create](#) [Renew](#) [Complete](#) [View](#)

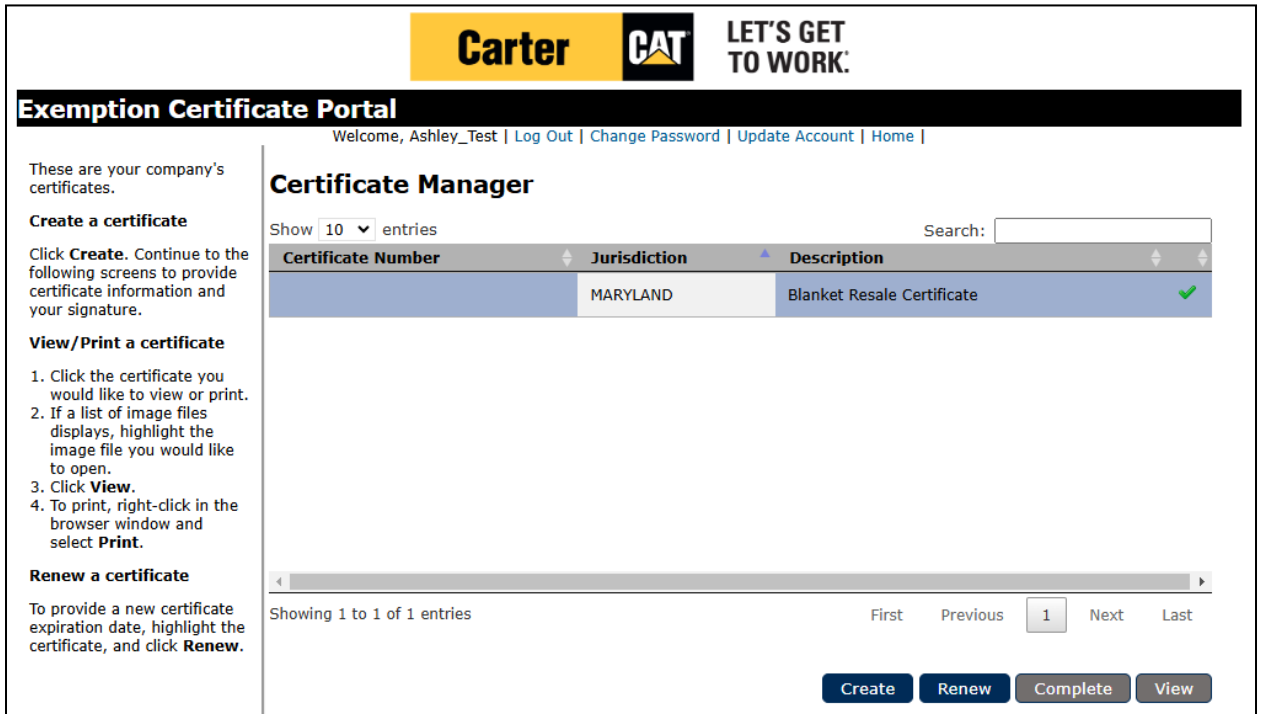
Tax Exemption Online Portal Guide

Returning Users

1. Login with username and password



2. Manage your certificates.



These are your company's certificates.

Create a certificate

Click **Create**. Continue to the following screens to provide certificate information and your signature.

View/Print a certificate

1. Click the certificate you would like to view or print.
2. If a list of image files displays, highlight the image file you would like to open.
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4. To print, right-click in the browser window and select **Print**.

Renew a certificate

To provide a new certificate expiration date, highlight the certificate, and click **Renew**.

Certificate Number	Jurisdiction	Description
	MARYLAND	Blanket Resale Certificate

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Create Renew Complete View