Electronic Incentives Account

Thank you and congratulations on your new Electronic Incentive CRM!

The website is best run on [Google Chrome](https://www.google.com/intl/en/chrome/browser/), [Mozilla Firefox](http://www.mozilla.org/en-US/firefox/all/), [Opera](http://www.opera.com/download/) and [Safari](http://www.apple.com/). Please use mentioned browsers to make the optimum use of the application.

Please read and follow the instruction below to sign into your account. The username and password are case sensitive.

·    Click or Copy the Link into your browser: [www.certsetcoffice.com](http://www.certsetcoffice.com/)

·    **Username**: royalretreats@outlook.com

·    **Password**: a9apU3

* Click on "My Profile" and you will be able to update any information that is missing and change your password.
* To add an Account just scroll over Account and click on Create, when someone redeems a certificate that you created they will automatically be added to your account.
* To print certificates please scroll over Certificate Box and you can create and print certificates and upload your logo.
* To create your website please scroll over Activities and click on Create Website you can upload your logo, create your footer and header and about us. Manage Certificates is where you can adjust the price of your certificates.
* You can also click on Training and Videos for more detailed information.  If you need technically assisted please create a Trouble Ticket which is under Activities.
* It is company policy that you must return your W-9 or W-8 (for international) within 15 days of your account activation in order to receive your commission.