



# Updating Expired Certificates

<b>Instructions</b>	
This Job aid will assist external users in updating expired certificates within the Oshkosh Jaggaer Supplier Application.	
<p>1. Jaggaer will send an automated email when one or more certificates have expired</p> <ul style="list-style-type: none"> <li>• Click on the link to navigate to the Jaggaer Portal</li> </ul>	
<p>2. Log into the portal with your credentials</p>	
<p>3. From the home screen, on the left menu panel:</p> <ol style="list-style-type: none"> <li>i. Click on the four stacked disks (<b>Primary data</b>)</li> <li>ii. Select <b>Company Profile</b></li> </ol>	
<p>4. Select the second tab labelled <b>Certifications</b> to view all certificates</p>	
<p>5. Find the section of the expired certificate and update the information along with uploading the updated certificate</p>	
<b>End Job Aid.</b>	