## **Tenant COI**

## About Tenant COI:

## Control Panel > Work Order > COI > Tenants

Tenant COIs provides an intuitive interface for managing tenants' Certificates of Insurance with policy, expiry and compliance information at your fingertips. Using Tenant COIs allows policies to be accessible by all properties and can be overridden should the property or tenant introduce special circumstances.

| roperty:          | perty: Al Properties |      | ~                   | ~      |                  |                                |              | New C        |   |   |      |
|-------------------|----------------------|------|---------------------|--------|------------------|--------------------------------|--------------|--------------|---|---|------|
| Tenant Cert       | tificates of Insur   | ance |                     |        |                  |                                |              |              |   |   |      |
| All Tenants       |                      | ×    | Active Certificates |        | rent and Expired | Septred Compliant and Non-Comp |              | plant 💌      |   | × | Rese |
| Tenant -          |                      |      | Certificate Name    |        | Pr               | operty                         |              | Expiry Date  |   |   |      |
| AXIS Portal       |                      |      | <u>GL</u>           |        | 0                | ne Corp                        | porate Tower | Jan 01, 2011 |   | ۵ |      |
| General Liability |                      |      | Jan 01, 2011        |        |                  | •                              |              |              |   |   |      |
| Adobe             |                      |      | Adobe COI           |        |                  | ne Corp                        | Jun 23, 2009 | í.           | ۵ | 0 |      |
| Comprei           | hensive Liability    |      | Jun 2               | 3, 200 | ~                | •                              |              |              |   |   |      |
| Adobe             |                      |      | Adobe               |        | 0                | ne Corp                        | porate Tower | Apr 13, 2012 |   |   |      |
|                   |                      |      |                     |        |                  | 1                              |              |              |   |   |      |

The Tenant Certificates of Insurance list can be searched by entering a tenant's name in the Tenant box (enter at least 3 characters to search for possible matches), or filtered by:

- Active/Inactive
- Current and/or Expired
- Compliance

| Property:               | All Propertie     | \$         |                              | *            |                       |                |              | New C      |
|-------------------------|-------------------|------------|------------------------------|--------------|-----------------------|----------------|--------------|------------|
| Tenant Cerl             | tificates of Insu | rance      |                              | _            |                       |                |              | -          |
| All Tenants             |                   | × × Active | ✓ Active Certificates ✓ Curr |              | Compliant and Expired |                | omplant      | K Rese     |
| Tenant -                |                   | Certific   | Certificate Name             |              |                       | h/             | Expiry Date  |            |
| AXIS Portal             |                   | <u>GL</u>  |                              |              | One Co                | orporate Tower | Jan 01, 2011 | 1          |
| General Liability       |                   |            | Jan 01,                      | Jan 01, 2011 |                       |                |              |            |
| Adobe                   |                   | Adobe      | col                          |              | One Co                | orporate Tower | Jun 23, 2009 | <u>A</u> 0 |
| Comprehensive Liability |                   |            | Jun 23, 2009                 |              | ~                     | ~              |              |            |
| Adobe                   |                   | Adobe      |                              |              | One Co                | rporate Tower  | Apr 13, 2012 |            |
|                         |                   |            |                              |              | 1                     |                |              |            |

See <u>Adding a COI</u> for more information on entering COIs into Axis Portal<sup>™</sup>.