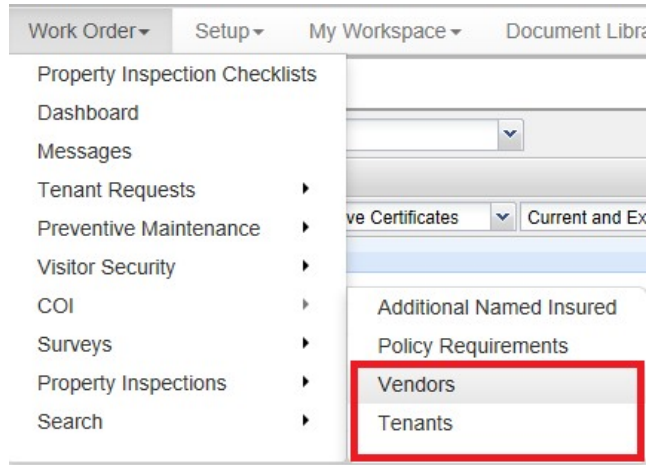




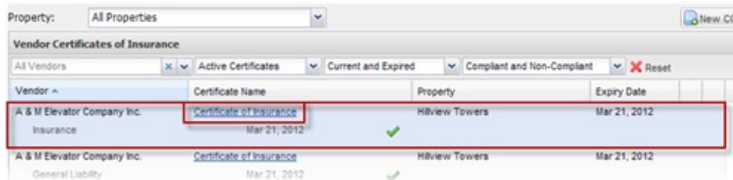


# Renewing a COI

1. Click [Control Panel > Work Order > COI > Tenant/ Vendor](#)



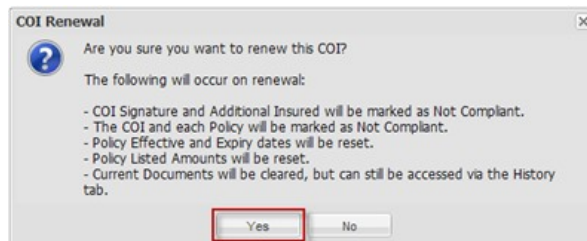
2. Locate the desired tenant or vendor and the COI to be renewed. Click the **Certificate of Insurance** link, or double-click on the row to view the COI details.



3. Click **Renew**, located near the top-right corner of the screen.



4. In the confirmation popup that appears, click **Yes**.



5. The following information will need to be updated in order for the COI to be valid:

- COI Signature and Additional Insured
  - COI policy Listed amounts
  - New documents need to be attached
6. For more information on updating COIs, see the [Policies & Compliance Tab](#).