## Renewing a COI

1. Click Control Panel > Work Order > COl > Tenant/ Vendor



 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.

Property:	All Properties			~	•						
Vendor Cert	ificates of Insur	anc	e								
Al Vendors X		~	Active Certificates	~	Current and Expired		*	Compliant and Non-Compliant		× Reset	
Vendor 🔺			Certificate Name			Property			Expiry Date		
A & M Elevator Company Inc. Insurance			l	Certificate of Insurance Mar 21, 2012	Ţ	-	Hilview Towers		Mar 21, 2012		
A & M Elevator Company Inc.			Certificate of Insurance			Hilview Towers		owers	Mar 21, 2012		

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**.