

COI Expiry Notification

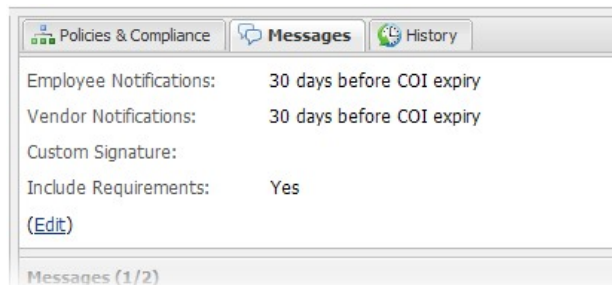
About COI Expiry Notification:

The COI Expiry Notification is an email that is automatically sent to a vendor when their COI is about to expire. The COI Expiry Notification includes the Additional Insured that are to be included on the COI as well as the policy requirements.

Tenant Contacts can be selected to receive COI notifications. For that setup please contact your Axis Portal Support team.

The following details are displayed in this section:

- Employee Notification times
- Vendor/Tenant Notification times
- Custom Signature
- Include Requirements option



The screenshot shows a web interface with three tabs: "Policies & Compliance", "Messages", and "History". The "Messages" tab is active. Below the tabs, there are four settings:

Employee Notifications:	30 days before COI expiry
Vendor Notifications:	30 days before COI expiry
Custom Signature:	
Include Requirements:	Yes

Below the settings is a blue link labeled "(Edit)". At the bottom of the interface, there is a section labeled "Messages (1/2)".