Adding Policy Requirements

1. Click Control Panel > Work Order > COI > Policy Requirements.

Work Order-	Setup -	My	/ Workspace -	Document Libra
Property Inspection Checklists Dashboard			•	
Messages				
Tenant Reques	ts	•		
Preventive Maintenance Visitor Security		ty	Building	
		•	prporate Tower	Tower One
COI		•	Additional I	Named Insured
Surveys		•	Policy Req	uirements
Property Inspections		Vendors		

2. Click on the desired Vendor Type.

Property:	Hillview Towers	Status:	Any	Search
POLICY R	EQUIREMENTS			
Vendor Typ	e			Overrides Corporate Policy
Electrical				
Elevator Ma	aintenance			
General Co	ntractor			
HVAC				
Janitorial				
Landscapin	g			

- 3. The Policy Requirements page is displayed.
- 4. Select the Property Level Policy Requirements option.

Note:

- Always select Property Level Policy Requirement for the Corporate Level is reserved for special circumstances, and you will be notified by the Axis Portal support team if it is applicable to your property conditions.
- 5. Click **Browse** and select the document to attach.

DLICY REQUIREMENTS	5
Please use this screen to One Corporate Towe overrides the corporate	 either adopt the Corporate Policy Requirements for Roof vendors in r or to upload an alternate document for One Corporate Tower that policy.
O Corporate Level	Certificate of Insurance Requirements.pdf
• Property Level	Upload New: Browse





6. Click Save Requirements. The document is attached to the vendor type.