

Deactivating a COI

Tenant and vendor COI's can be deactivated when they are no longer valid.

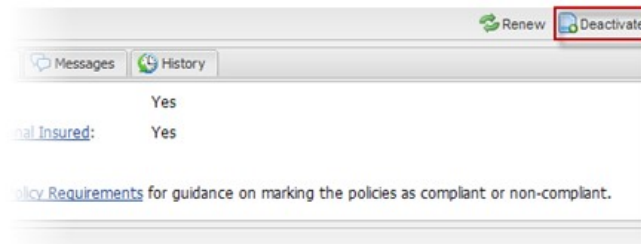
To Deactivate a COI:

1. Click [Control Panel > Work Order > COI > Tenants/ Vendors](#)
2. Locate the desired tenant or vendor and the COI to be deactivated. Click the **Certificate of Insurance** link or double-click on the row to view the COI details.



Vendor	Certificate Name	Property	Expiry Date
A & M Elevator Company Inc. Insurance	Certificate of Insurance	Hilview Towers	Mar 21, 2012
A & M Elevator Company Inc. General Liability	Certificate of Insurance	Hilview Towers	Mar 21, 2012

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



Renew Deactivate

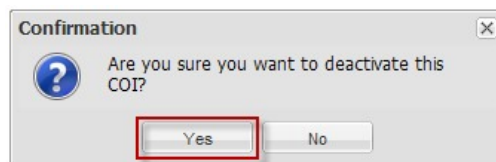
Messages History

Yes

Personal Insured: Yes

[Policy Requirements](#) for guidance on marking the policies as compliant or non-compliant.

4. In the confirmation window that appears, click **Yes**. The COI is now deactivated.



Confirmation

Are you sure you want to deactivate this COI?

Yes No