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Tenant and vendor COI's can be deactivated when they are no longer valid.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

Property:	All Properties				~							New CO
Vendor Cert	ificates of Insur	anc	e									
Al Vendors X		*	Active Certificates	*	Current and Expired	Compliant and Non-Compliant		Y Reset				
Vendor +				Certificate Name		Property		Expiry Date				
A & M Elevate	or Company Inc. e		l	Certificate of Insurance Mar 21, 2012	Ţ	4	Hillvier	N' TI	owers	Mar	21, 2012	
A & M Elevato General L	or Company Inc. Liability			Certificate of Insurance Mar 21, 2012			Hillviev	w Ti	owers	Mar 3	21, 2012	

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

Dessages	G History	
	Yes	
al Insured:	Yes	
cy Requiremen	ts 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.

