





# COI (Certificate of Insurance)

## ***About Tenant and Vendor COI:***

The COI Management tool helps you maintain current Certificate of Insurance records for the various Tenants and Vendors who perform work for your company. Maintaining COI information using Axis Portal means that all of the COI records for your company are kept securely, online and in one location.

The main benefit of the COI Management tool is the COI Expiry Notification. When COIs are about to expire, Axis Portal automatically sends an email to selected Tenant Contacts or Vendors to let them know that the COI needs to be renewed. To expedite the renewal process, this notification includes all of the information that the Tenant or Vendor needs for the COI including Additional Named Insured, Policy Requirements and Contact information.

Another benefit is that COI information is available to help when assigning work orders. Vendors with COIs that have expired or are about to expire are visually indicated on the Assign To drop down list allowing you to make a more informed decision when assigning work orders to vendors.

### **Note:**

- Tenant COI and Vendor COI are separate optional features. If your company is interested in the COI Management Tool, please contact your Axis Portal™ Account Executive or Axis Portal Support.