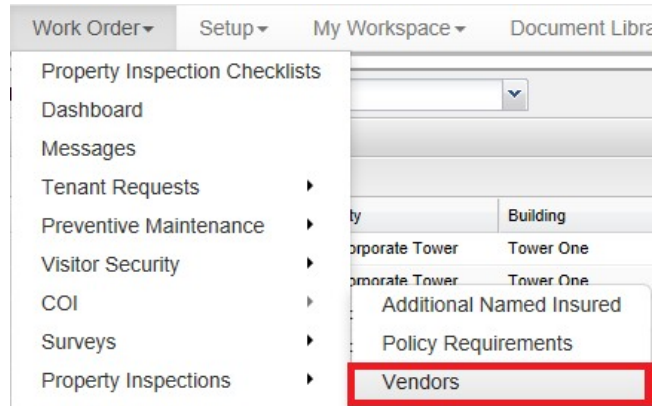
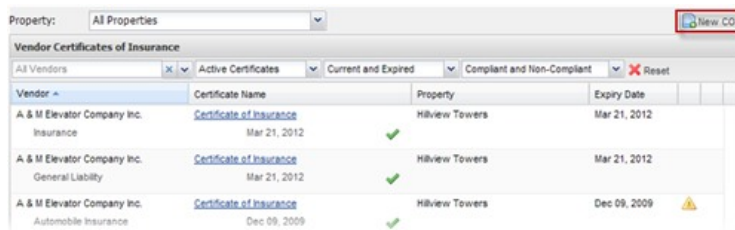



Add a Vendor COI

1. Click *Control Panel > Work Order > COI > Vendors*



2. The Certificates of Insurance page is displayed. Click **New COI**.



3. The new Vendor COI page is displayed.
4. Enter a **Vendor Name**. Enter at least three characters in the vendor's name in order to see a list of possible matches.
5. Enter a **COI Title**.
6. Add a **COI Document** to upload by clicking the browse button () and selecting the file on your computer in the browse interface.
7. If you do not want this document to be attached to expiry notifications, remove the checkmark beside **Attach Document to COI Expiry Notifications**.
8. Select which properties this new COI will apply to. You can either drag and drop properties from the **Available** list to the **Assigned** list, or select properties by clicking on them and using the arrow buttons located between these lists.

A screenshot of the 'New Vendor COI' form. The form is divided into two sections: 'General Information' and 'Documentation'. In the 'General Information' section, the 'Vendor' field contains 'Waterford Janitorial Services' and the 'COI Title' field contains 'Certificate of Insurance'. In the 'Documentation' section, the 'COI Document' field contains 'C:\fakepath\COI.pdf' and the checkbox 'Attach Document to COI Expiry Notifications' is checked.

New Vendor COI

General Information

Vendor: Waterford Janitorial Services
Enter at least three characters

COI Title: Certificate of Insurance

Documentation

COI Document: C:\fakepath\COI.pdf

Attach Document to COI Expiry Notifications

Properties

Available	Assigned
Pine Valley Terrace	Hillview Towers

Navigation buttons: >, >>, <, <<

Expiry Notifications

Inform Employees 30 and 15 days before expiry until [calendar icon]

9. In the Expiry Notifications section, place or remove checkmarks beside **Inform Employees** and **Inform Vendor** as applicable.
 - For each of the above options, you can select two dates prior to expiry to send notifications; the default settings a 30 and 15 days. If you do not want a second set of expiry notifications to be send, leave the second box empty.
 - In the ...days before expiry until section, click the calendar icon (📅) and use the menu provided to enter a hard date after which expiry notifications will no longer be sent; you can leave this section empty if you do not want to stop sending automatic notifications.
10. If you do not want to include the Policy Requirements Document with these notifications, remove the checkmark beside **Include Policy Requirements Document**.
11. Select either **Notify Primary Vendor Contact** or **Notify Alternate Vendor Contact**. If you select the second option, you must specify a contact name, email and phone number.
12. If you would like to add a custom signature, you can enter one in the **Customer Signature** text box provided.
13. Click **Create COI** to create the COI.

Expiry Notifications

Inform Employees 30 and 15 days before expiry until [calendar icon]

Inform Vendor 30 and 15 days before expiry until [calendar icon]

Include Policy Requirements Document

Notify Primary Vendor Contact (David Gluth)

Notify Alternate Vendor Contact

Contact Name:

Contact Email:

Contact Phone:

Custom Signature:

14. The **COI Policies & Compliance** section is displayed.
15. To add a policy, click **Add Policy** and fill in the following information:
 - **Policy Type**
 - **Effective Date**
 - **Expiry Date** (default is 1 year after Effective date, this can be overridden)
 - **Minimum Amount** (the minimum amount required for the policy to be compliant. You can select an amount from the dropdown or type in a specific amount.)
 - **Listed Amount** (the actual amount provided by the policy. You can select an amount from the

dropdown or type in a specific amount.)

- Select one of the following compliancy options:
 - **Compliant**
 - **Not Compliant**
 - **Waived** (use this option to manually override non-compliance. This should only be used in special circumstances where compliance has been intentionally exempted by your company.)
- Notes

16. Click **Save** when you are finished.

COI Policies & Compliance

COI Policy

Policy Type: General Liability

Effective Date: 03/22/2011

Expiry Date: 03/22/2012

Minimum Amount: 1,000,000

Listed Amount: 2,000,000

Compliant: Compliant Not Compliant Waived

Notes:

Save Cancel

17. You can continue adding policies as described above; you can also edit or delete policies you have added by selecting the Policy and clicking **Edit** or **Delete**, as applicable.

18. Place a checkmark beside **COI has a valid signature** to indicate if the signature is valid.

19. Place a checkmark beside **COI has the correct Additional Insured** if this is correct. You can click on the underlined **Additional Insured** text to see if this is true.

Policies and Compliance

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

Policies

Add Policy Edit Delete

Policy Type	Effective Date	Expiry Date	Minimum	Listed	
General Liability	Mar 22, 2011	Mar 22, 2012	1,000,000	2,000,000	✓

COI has a valid signature

COI has the correct Additional Insured

20. When you are done click **Finish**, located at the bottom of the page. You will be taken to the COI Details page.

For more information, see [Editing Information](#).