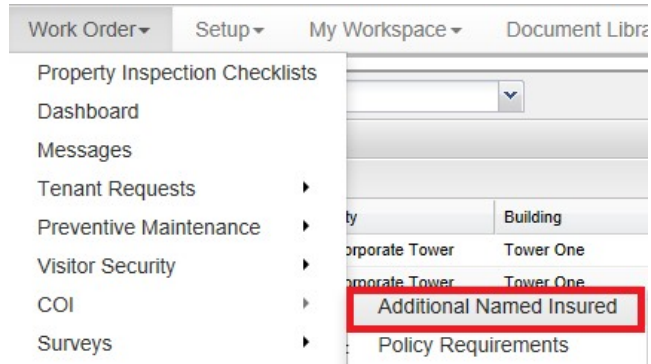


Adding an Additional Insured List to a Property

1. Click [Control Panel > Work Order > COI > Additional Named Insured](#)



2. Click **Edit** beside the desired property.
3. Enter the name of the Additional Insured in the space provided. Ensure that each name is on a new line.

ADDITIONAL INSURED			
Property:	Additional Insured		
Hamill Court	<input type="text"/>		
Hillview Towers	<table border="1"><tr><td>MBF Consulting John Abrams Penelope Smith</td><td>Note : Please enter each Additional Insured on a separate line; do not separate by commas or blank spaces.</td></tr></table>	MBF Consulting John Abrams Penelope Smith	Note : Please enter each Additional Insured on a separate line; do not separate by commas or blank spaces.
MBF Consulting John Abrams Penelope Smith	Note : Please enter each Additional Insured on a separate line; do not separate by commas or blank spaces.		
Southside Office Park	<input type="text"/>		

4. Click **Update**. The Additional Insured entries are saved.