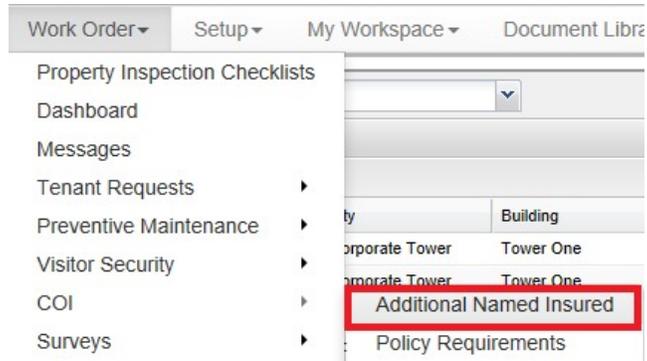


Adding an Additional Insured List to a Property

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	<div style="border: 1px solid gray; padding: 5px;"><p>MBF Consulting John Abrams Penelope Smith</p></div> <p>Note : Please enter each Additional Insured on a separate line; do not separate by commas or blank spaces.</p>
Southside Office Park	<input type="text"/>

[Update](#) [Cancel](#) [Edit](#) [Edit](#)

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