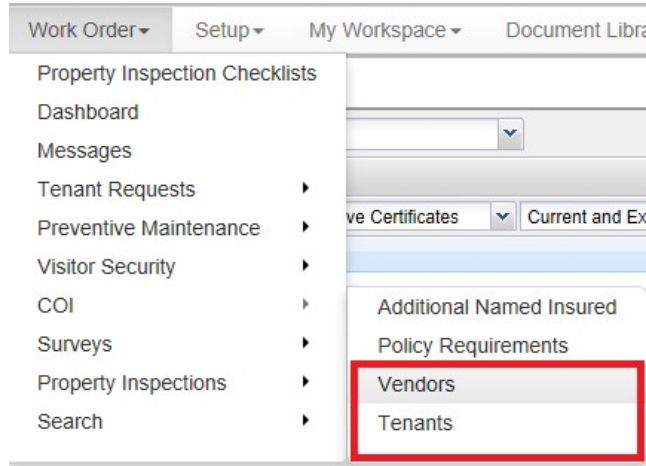


COI Details

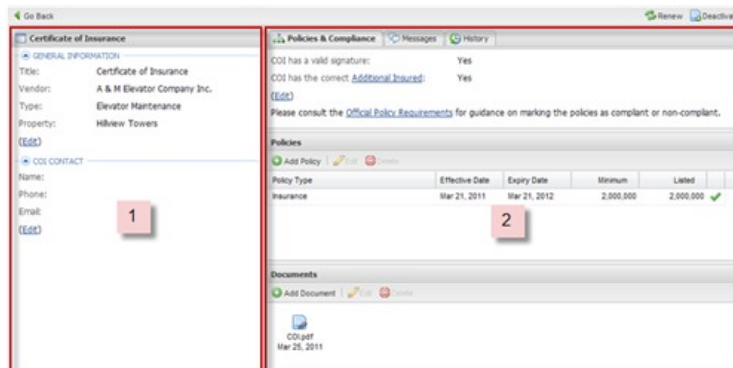
The COI details screen allows you to view and edit information related to tenant and vendor COIs. It also provides a means of sending and receiving messages with the tenant/vendor, and viewing the COI's event history.

- To view or edit an existing COI's details, click [Control Panel > Work Order > COI](#). Then select Tenant Certificates or Vendor Certificates, as applicable.



- In the COI list, click the Certificate of Insurance link or double-click on the row to view a company's COI details.
- The COI details are displayed. There are two major parts to the COI Details interface:

1	<p>COI General Information: displays title, tenant/vendor name, type and property</p> <p>COI Contact (vendor COI only): displays vendor contact information</p>
2	<p>Policies & Compliance Tab: displays valid signature and correct additional insured flags, Policies, and documents</p> <p>Messages Tab: displays Employee, tenant/vendor automatic notification times, custom signature, messages, reminders and notes.</p> <p>History Tab: displays a log of events (created, document uploaded, renewed, activated, deactivated, expired).</p>



Please refer to the additional topics in this section for more specific information on editing COIs.

