Additional Insured

Control Panel > Work Order > COI > Additional Named Insured

About Additional Insured:

One requirement of a COI is a list of Owner Entities, also known as the Additional Insured (AI). This is the list of parties or individuals who are covered by the COI.

The Additional Insured page allows you to enter all of the Additional Insured for each property so that the appropriate list can be embedded in the policy requirements and COI Expiry notifications sent to each vendor.

For COIs that span multiple properties, Axis Portal will automatically remove any duplicate Additional Insured entries from the COI Expiry Notification list.