

# Certificate of Insurance Instructions

## Initial Setup – Before Sign On

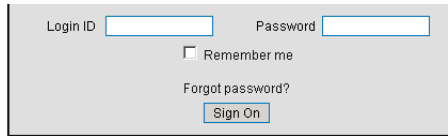
1. Add mail2.artizan.net (162.42.193.9) to your email white list
2. Install or update Adobe Acrobat Reader on your computer

## Accessing Your Account

1. Go to [www.bentonandparker.com](http://www.bentonandparker.com)



3. Click >>LOGIN
4. Enter your Login ID – (your 7 digit customer number; not case sensitive)
5. Enter your Password – (Default password is **abc500** ; You will be required to change the password the first time you sign on)
6. Click Sign On



## Initial Setup – After Sign On

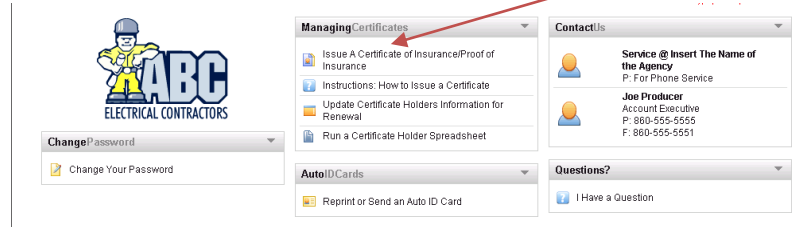
**Change Your Internet Explorer Settings** - Turn off your Popup Blocker to Allow Pop-Ups on this Website

1. Click Tools
2. Click Popup Blocker
3. Click Turn Off Pop-up Blocker



## Access Holder List

1. On the Start Page, From the Managing Certificates menu, click “Issue A Certificate of Insurance/Proof of Insurance”.

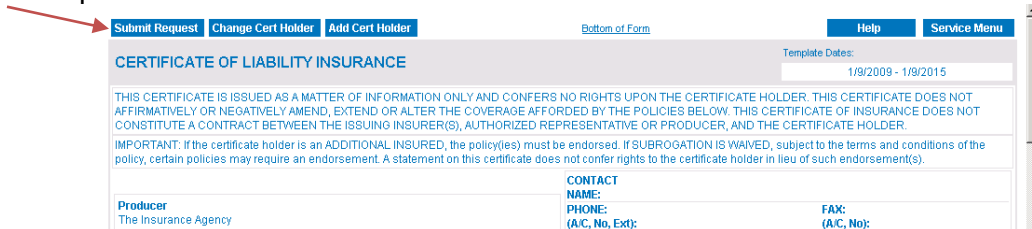


2. Click on your active policy period under Certificate.



Preview	Certificate	Certificate Holder	Address	Date
	<a href="#">2013 - 2014</a>			<a href="#">4/17/2014</a>

3. Click “Submit Request”.



**Submit Request** | Change Cert Holder | Add Cert Holder

Bottom of Form | Help | Service Menu

Template Dates: 1/9/2009 - 1/9/2015

**CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>Producer</b> The Insurance Agency 726 North Main Street	<b>CONTACT NAME:</b> <b>PHONE:</b> (A/C, No, Ext):	<b>FAX:</b> (A/C, No):
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**Proceed to “Add New Holder”, “Holder already entered” or “Reprint a Cert” whichever applies.**

## Add New Holder

- 1) [Access Holder List](#) (See Instructions on page 1)
- 2) Click "Add". The Certificate holder/delivery screen will display.

Find: Name: Address: Group Code: Named Insured: Description of Operations: Search in:  Your Holder List  Global Holder List << < > >> Search Clear Search Add Page: 1 of 89

- 3) Enter Required Fields: Certificate Holder Name, Address, City, State, and Zip.

\* = Required Field  
**Cert Holder Information**  
Full Name:\* Address: City:\* State/Province Zip/Postal Code

- 4) Check the "Do they Receive Renewals" box. You will have an opportunity to review those checked at a later date.

Date Interest Ends: Do they Receive Renewals:  Loan Number:

- 5) In the Delivery Information section.
  - a. Enter your email address, if not already displayed.
  - b. If you would like to view/print the Certificate, click the "view on screen" box.

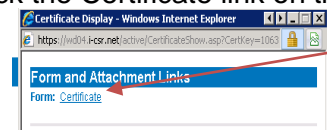
**Delivery Information**  
Your Email Address: Insured's@emailaddress.com  
Send me confirmation:   
View on the Screen:  If Checked, disable Pop-Up Blocker before Submitting Request.  
This certificate supersedes previously issued certificate:

- 6) Enter the recipient information IF EMAIL AVAILABLE.  
**Note:** You may enter up to 3 different recipients. Please remember that if a recipient's email address is entered, a renewal certificate can also be sent to that address.
  - a. Enter Recipient Name in Attention Field
  - b. Check box next to email
  - c. Enter email address

**Recipient #1**  
Attention: Proof of Insurance for Commercial Demo Account  
Subject: Message: Email the Form:  Email Address:

- 7) Move to the bottom of the screen, and click "Submit Request".

The Certificate will now be delivered based on your instructions, and/or viewed on the screen for you to print and mail or fax. To View a pdf copy of the certificate click the Certificate link on the Form and Attachment Links popup.



Close the popup and click "Service Menu" to go back to the start page.

# Holder Already Entered

- 1) [Access Holder List](#) (See Instructions on page 1)
- 2) Find the Holder from the Holder list.
  - a. Enter partial name in the Name box - ie: JB Hunt – Search “Hunt”.
  - b. click Search;

Find:  Name:  Address:  Group Code:  Named Insured:   
Description of Operations:   
Search in:  Your Holder List  Global Holder list  
<< < > >> Search Clear Search Add Page: 1 of 89

- 3) Click the holder name you searched for.

Name	Address	City	Named Insured	Description of Operations
<a href="#">Jason Gifford</a>	<a href="#">123 main st</a>	<a href="#">high point</a>	<a href="#">Commercial Demo Account - 122 South Weston Street</a>	<a href="#">This is a test</a> <a href="#">Copy</a>
<a href="#">Mark's General Contracting</a>	<a href="#">678 East Summer Street</a>	<a href="#">Bloomington</a>	<a href="#">Commercial Demo Account - 122 South Weston Street</a>	<a href="#">Project Number #3111</a> <a href="#">Copy</a>
<a href="#">Mark's General Contracting</a>	<a href="#">678 East Summer Street</a>	<a href="#">Bloomington</a>	<a href="#">Commercial Demo Account - 122 South Weston Street</a>	<a href="#">Project Number #2112</a> <a href="#">Copy</a>

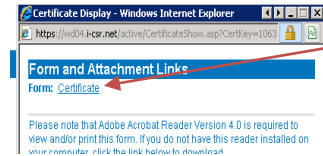
- 4) Scroll down to Verify Recipient Information IF EMAIL AVAILABLE

Recipient #1:   
Attention:   
Subject:   
Message:   
Email the Form:  Email Address:   
Submit Request Clear Entries Cancel

- 5) Scroll to the bottom and click “Submit Request”

Submit Request Clear Entries Cancel  
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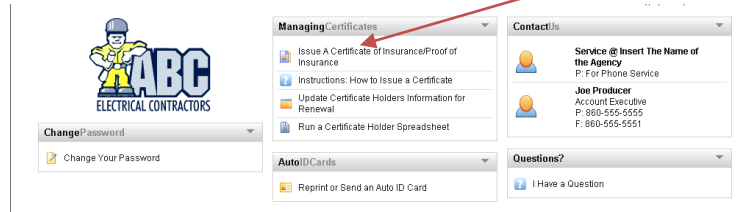
The Certificate will now be delivered based on your instructions, and/or viewed on the screen for you to print and mail or fax. To View a pdf copy of the certificate click the Certificate link on the Form and Attachment Links popup.



Close the popup and click “Service Menu” to go back to the start page.

# Reprint or Resend a Previously Issued Certificate of Insurance

1. On the Start Page, From the Managing Certificates menu, click “Issue A Certificate of Insurance/Proof of Insurance”.



- 1) Check the radio button "Previously Issued Certificates" in the Find section of the Certificate selection list.

Preview	Certificate	Named Insured	Certificate Holder	Address	Date	Description of Operations
	<a href="#">Acord 25 2010.05</a>	Commercial Demo Account - 122 South Weston Street	Paul Gifford	15 main st	2/26/2013 12:30:39 PM	12:30 PM
	<a href="#">Acord 25 2010.05</a>	Commercial Demo Account - 122 South Weston Street	Paul Gifford	123 main st	3/6/2013 7:42:06 AM	07:42 AM
	<a href="#">Acord 25 2010.05</a>	Commercial Demo Account - 122 South Weston Street	Test	123 Test	3/28/2013 11:46:11 AM	11:46 AM
	<a href="#">Acord 25 2010.05</a>	Commercial Demo Account - 122 South Weston Street	Test	123 Test	3/28/2013 11:49:00 AM	11:49 AM
	<a href="#">Acord 25 2010.05</a>	Commercial Demo Account - 122 South Weston Street	Wayne gifford	123 main st	3/21/2013 8:50:09 AM	08:50 AM
	<a href="#">Acord 25 2010.05- Internal Only</a>	Commercial Demo Account - 122 South Weston Street	Jason Gifford	123 main st	3/21/2013 8:43:27 AM	08:43 AM

10 Certificates Found. Click on [Certificate](#) to Select

Find:

Search by:  Certificate Templates  **Previously Issued Certificates**

Certificate: \_\_\_\_\_ Date From: \_\_\_\_\_ Date To: \_\_\_\_\_ Group Code: \_\_\_\_\_ Certificate Holder: \_\_\_\_\_

Certificate #: \_\_\_\_\_ Named Insured: \_\_\_\_\_ Desc of Ops: \_\_\_\_\_

<< < > >> Search Clear Search Page: 1 of 2

- 2) From the list of previously issued Certificates, locate the certificate you are looking for.

- 3) Select the Certificate by clicking on the Certificate or Holder name.

- 4) Click “Submit Request” on the top left of the screen.

**Submit Request** Bottom of Form Help Service Menu

**CERTIFICATE OF LIABILITY INSURANCE** Original Issue Date: 3/6/2013

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<b>Producer</b> The Insurance Agency 1234 Anywhere USA Madison, IL 11111	<b>CONTACT NAME:</b> <b>PHONE:</b> _____ <b>FAX:</b> _____ (A/C, No, Ext): (A/C, No): <b>EMAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID:</b>
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**Insured**

- 5) Update the recipient information if necessary.

**Submit Request** Clear Entries Cancel

**Delivery Information**

Your Email Address:

Send me confirmation:

View on the Screen:  If checked, disable Pop-Up Blocker before Submitting Request.

**Recipient #1**

Attention:

Subject:

Message:

Email the Form:  Email Address:

**Recipient #2**

- 6) Click “Submit request”.

The Certificate will automatically be sent to all recipients entered. Click on the “Certificate” link on the popup box to view a copy of the Certificate.