

Obtaining a certificate on the mobile app

1. Log in to the mobile app.



2. Click on the "Certificate" icon



3. Select the appropriate insured (If you have access to both a commercial and personal account)

		ə ——	
	ull AT&T 🗢	8:58 AM	• 7 🗩
	K Home	Insureds	Q
	C Transanti		
	Adda (Barla	e Turne	
	Personal		
3	fame: Age	and inter-	
	Survey Mar	the grant	
	Commercia	al	

4. Click on the appropriate certificate year (Ex. Below 20-21 Cert)



5. Scan the available list of certificate holders. If the certificate holder you are looking for is already on the list you will click the name of the certificate holder then **skip to step 7**. If the name of the holder is not showing you will click the **"+"** at the upper right of the screen.

(5)	12:13 A Back Select Holder	TURNER		-0
\sim	ABC Cleaning	COPY.		
	Greenville	Copy		
		III.		
			Ŧ	
		\bigcirc		

6. Once you have clicked the "+" you will click on "Holder Information" and enter the name and address of the appropriate certificate holder. You do not need to check the box that says "This certificate supersedes previously issued certificate". You will need to make a selection beside "Do they receive renewals" Please select either "Yes" or "One Time Only".

Í	• —			ə ——		
1	12:33	···I�■	12:19			
1	Cancel TURNER		< Back	TURNER		
1	Holder		Holder Information			
Į	Holder Information		Name			
1	Named Insured		Street			
1	Endorsements		Street			
I	Description of Operations					Fill in
I	Recipients		Street			appropriate
	Email Confirmation		Street			holder
			City			information.
			City			
			State		~	
			Zip Code		_	
I			Country		_	
I			United States			
I			Group Code			
I			Supersedes p	reviously issued certificat	tes?	
I	<u>Submit</u>		Do they receive	renewals?	_	
U						
V						
		Check Ye or One Tim	es ne			
		Only Bo	x.			

 If the holder already exists, select the appropriate holder from the list and then review the "Holder Information" section to be sure the name and address are correct. (Update as needed) Once updated click the "Back " button at the top left of the screen.

1			
12:22	TURNER	,,, , ≎ ■)	
Holder Informat	tion		
Name ABC Cleaning	a	_	
Street	9		
133 Wildflow	er Road		
Street			
Street			
Street			Update as neede
City Easley			
_{State} South Carolin	na	~	
Zip Code 2642			
Country United States	5	~	
Group Code			
Supersede	es previously issued certil	ficates?	
		-	

Click on the "Recipient" Section and enter the name and email address for each person that you want to send the certificate to. (You can send to up to 3 recipients). Once entered click the "Back " button at the top left of the screen.



9. Now select **"Email Confirmation"** then click the box for **"Send me confirmation"** and enter your email address. Once entered click the **"Back"** button at the top left of the screen.

· · · -	
12:33	12:30
Cancel TURNER	Check this Box.
Holder	Email Confirmation
Holder Information	Send me confirmation?
Named Insured	Confirmation Email
Endorsements	
Description of Operations	
Recipients	
Email Confirmation	
<u>Submit</u>	

10. Once all of the above is completed you will click "Submit" at the bottom of the screen.

	• —	
	12:33	.al 🗢 🔳
1	Cancel TURNER	
1	Holder	
	Holder Information	
1	Named Insured	
1	Endorsements	
	Description of Operations	
	Recipients	
	Email Confirmation	
	Submit	_