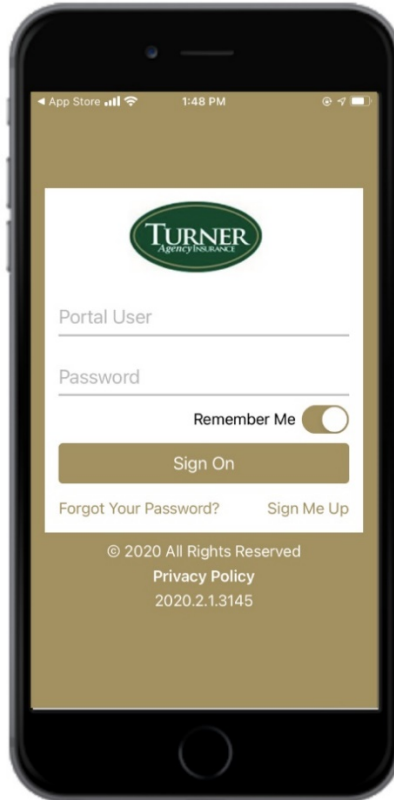




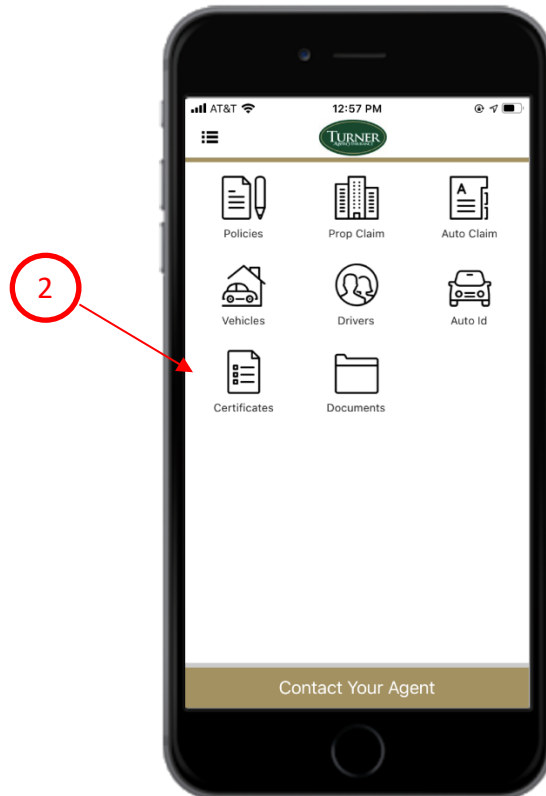
TURNER₂₄ User's Manual

Obtaining a certificate on the mobile app

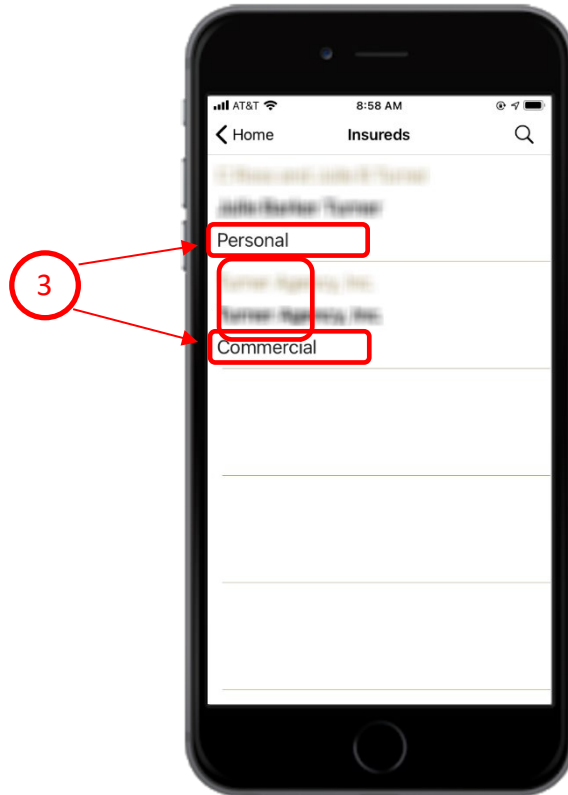
1. Log in to the mobile app.



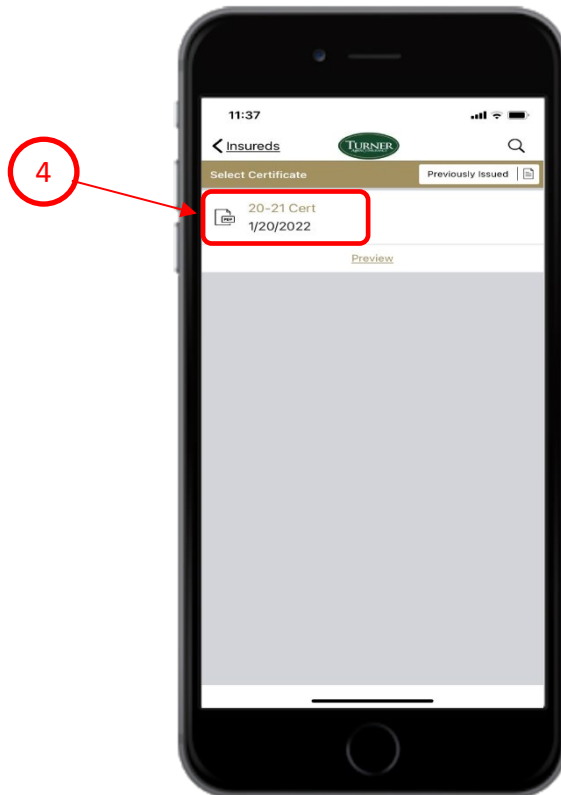
2. Click on the "Certificate" icon



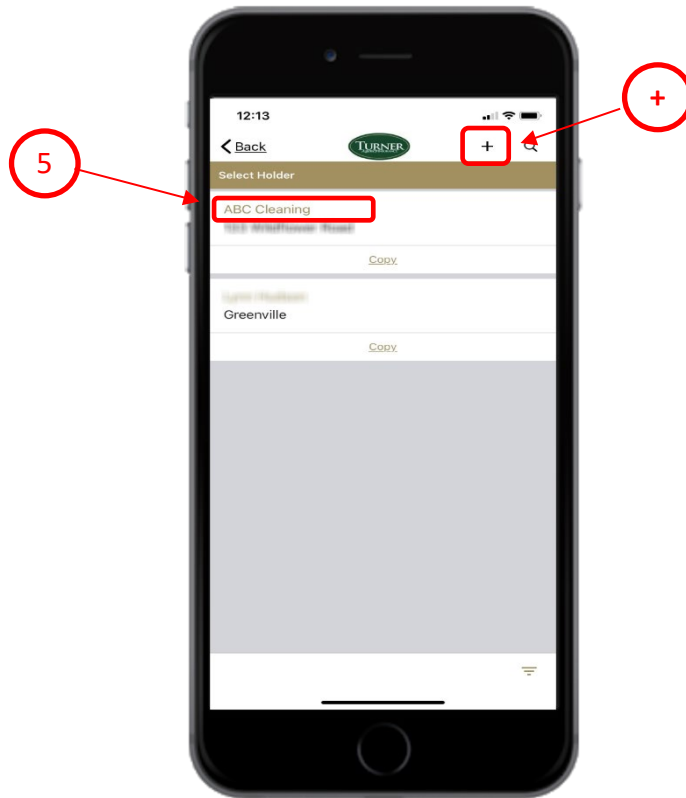
3. Select the appropriate insured (If you have access to both a commercial and personal account)



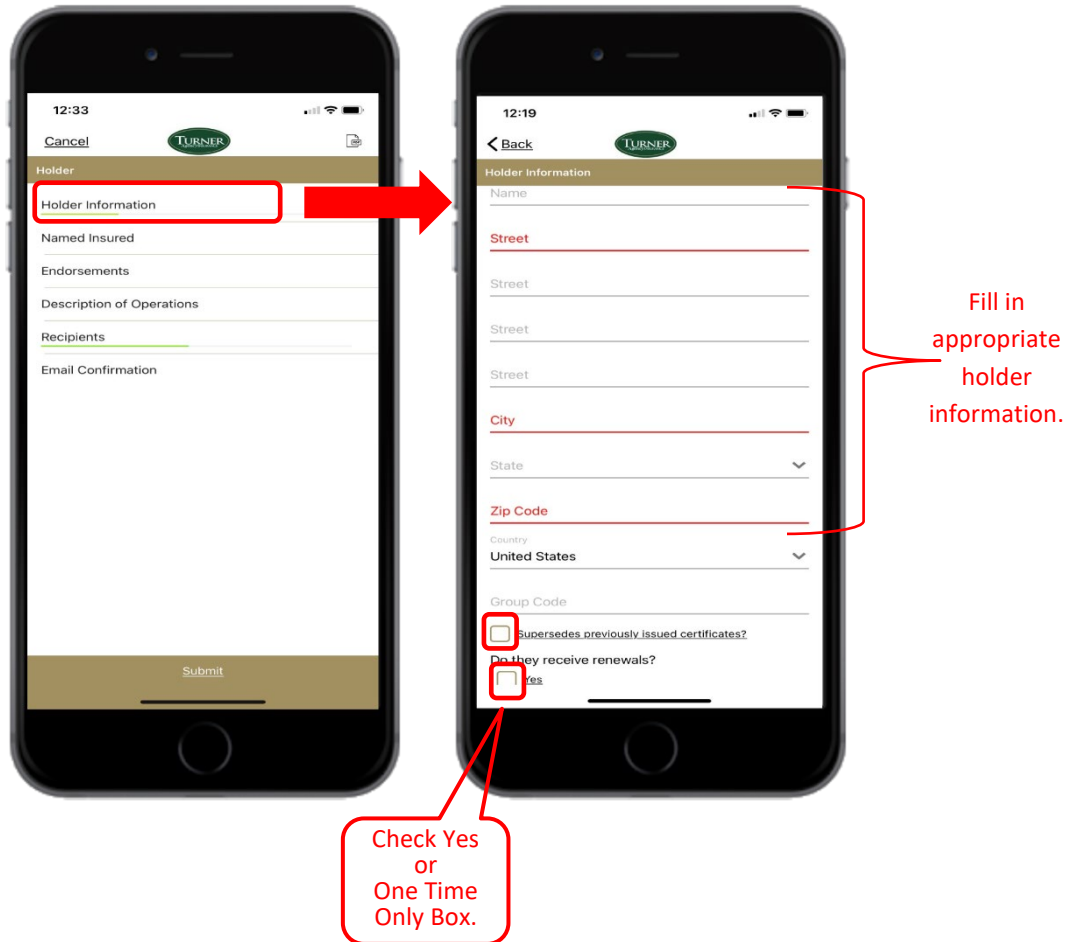
4. Click on the appropriate certificate year (Ex. Below 20-21 Cert)



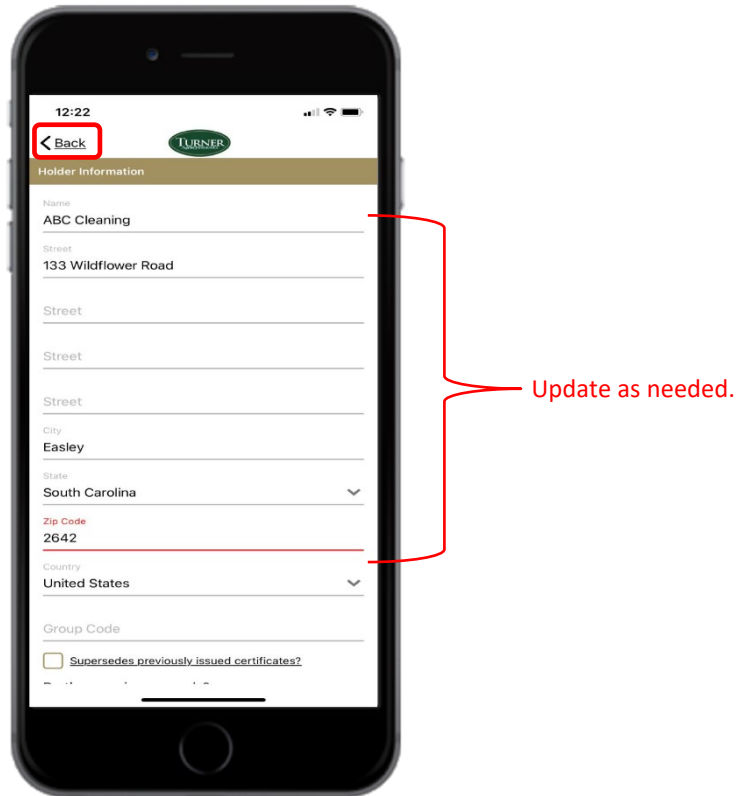
5. Scan the available list of certificate holders. If the certificate holder you are looking for is already on the list you will click the name of the certificate holder then **skip to step 7**. If the name of the holder is not showing you will click the “+” at the upper right of the screen.



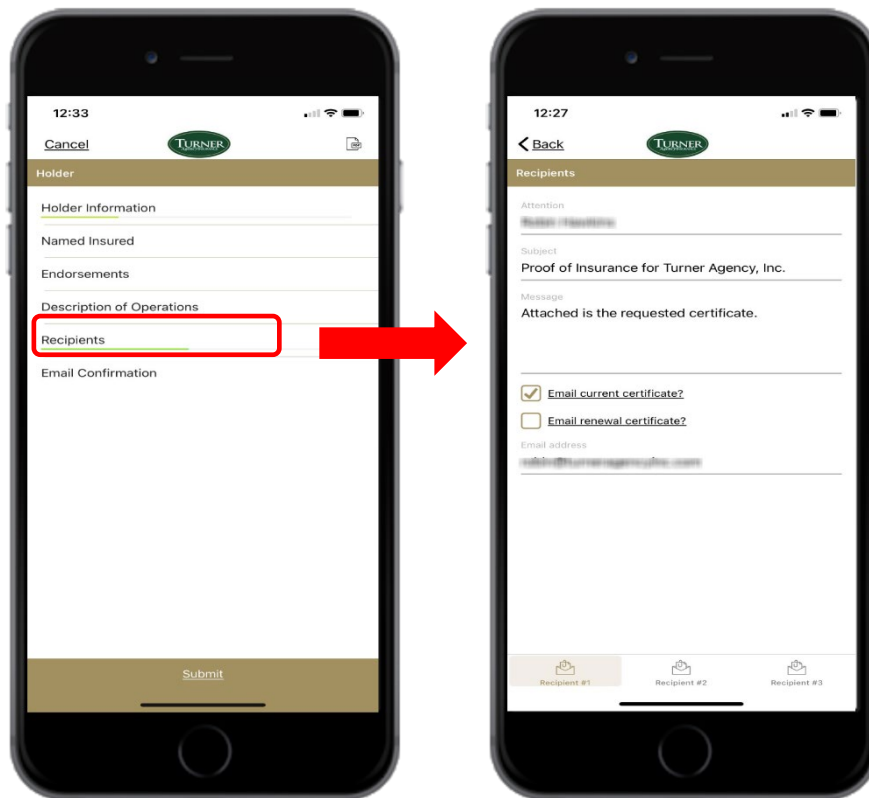
6. Once you have clicked the “+” you will click on “**Holder Information**” and enter the name and address of the appropriate certificate holder. You do not need to check the box that says “This certificate supersedes previously issued certificate”. You will need to make a selection beside “Do they receive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



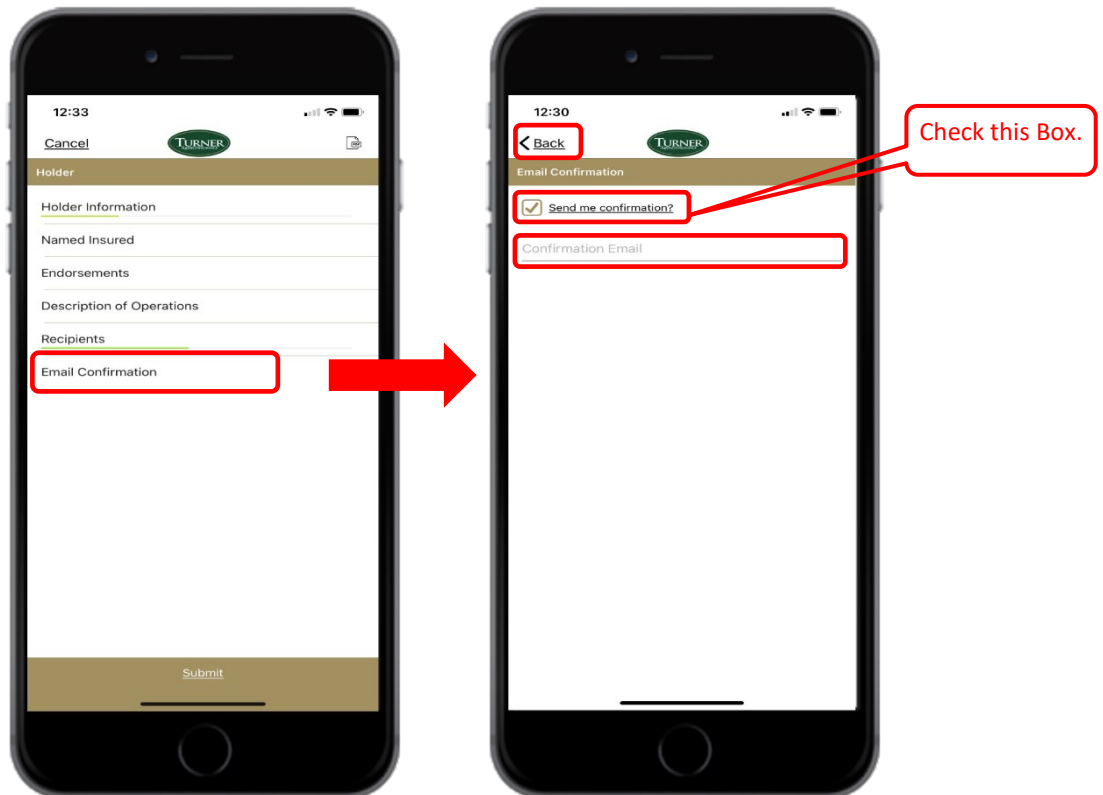
7. If the holder already exists, select the appropriate holder from the list and then review the **“Holder Information”** section to be sure the name and address are correct. (Update as needed) Once updated click the **“Back”** button at the top left of the screen.



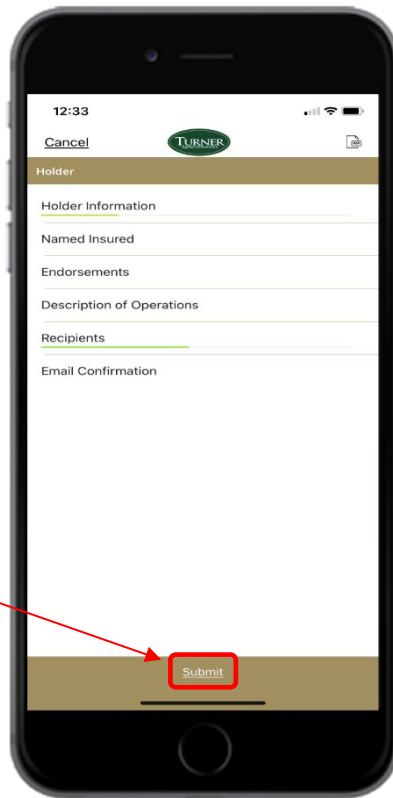
8. Click on the **“Recipient”** Section and enter the name and email address for each person that you want to send the certificate to. (You can send to up to 3 recipients). Once entered click the **“Back”** button at the top left of the screen.



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.



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



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Submit