



Community Association Certificate Instructions

The easy to follow directions are indicated below. If you have questions, please do not hesitate to contact us.

Van Gilder Certificate Contact: Mary Bailey at 303.831.5275 or toll free at 800.873.8500.

*Please be advised if you have a pop-up blocker installed on your computer you will NOT receive your certificate. Please disable your pop-up blocker by going to the TOOL menu in Internet Explorer. In the Pop-up Blocker section, choose DISABLE POP-UP BLOCKER prior to issuing the certificate in order to receive it. Also, some pop-up blockers give you the option to add specific websites that will allow pop-ups, please add our website. *

Step 1: Click this link to proceed: [Community Assoc. Certificate](#)

Step 2: Enter login ID: As previously provided, or contact us.
Password: As previously provided, or contact us.

Van Gilder Log in contact: mbailey@vgic.com to obtain a user id and password.

Step 3: Enter the Association Name (or part of the name) and click on the SEARCH button.

Step 4: Click on the Association name

Step 6: Click on the current certificate name (i.e. 11/12 certificate or 12/13 certificate)

Step 7: Enter Mortgagee Clause in the CERT HOLDER INFORMATION field. The required fields (*) must be completed.

Step 8: Scroll down to the CERTIFICATE SPECIFIC PORTION, complete the Unit Owner Name, Address and Loan Number.

Step 9: Scroll down to the bottom of the page and click on SUBMIT REQUEST to create the certificate. (this will generate a pop-up box).

Step 10: Click on CERTIFICATE to build the certificate.

Step 11: The Certificate will immediately appear in .pdf form (Acrobat) which can be emailed or printed in your office.

Step 12: To Select another association, click on the SERVICE MENU OR to Exit select Logoff.

Step 13: Click this link for: [Step-by-Step Visual Aid instructions](#)