

# Commercial Lines Client Access

## Certificates

Click on Certificate of Insurance to issue certificate

For renewal certificates click certificate holder list to update

The screenshot shows the Vangilder main menu with several dropdown menus. An arrow points from the text 'Click on Certificate of Insurance to issue certificate' to the 'Certificates' dropdown menu. Another arrow points from the text 'For renewal certificates click certificate holder list to update' to the 'Review Certificate Holder List' option within the 'Certificates' dropdown.

Click certificate template needed

If reprint is needed click on the previously issued certificate radio button, select certificate needed, click submit request to print

The screenshot shows the 'Certificate Selection List' page. An arrow points from the text 'Click certificate template needed' to the '\*Certificate Templates' radio button. Another arrow points from the text 'If reprint is needed click on the previously issued certificate radio button, select certificate needed, click submit request to print' to the '\*\*Previously Issued Certificates' radio button.

Select add holder

The screenshot shows the 'CERTIFICATE OF LIABILITY INSURANCE' form. An arrow points from the text 'Select add holder' to the 'Add Cert Holder' button at the top of the form.

Insr Ltr	Add Ins	Type of Insurance	Policy Number	Policy Effective Date	Policy Expiration Date	Limits
A		GENERAL LIABILITY	PACKAGE	1/1/2008	1/1/2009	Each Occurrence: 1000000 Damage to Rented Premises (E+ Occurrence): 50000 Med Exp (any one person): 5000 Personal & Adv Injury: 1000000 General Aggregate: 2000000 Products-Comp/OP Agg: 2000000
		Gen Agg Limit Applies Per:				
		Policy:				
		Project:				

vangilder

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Test Demo Account 2008  
Friday, February 08, 2008

**Certificate Holder** HELP SERVICE MENU

\* = Required Field

**Cert Holder Information**

Full Name: \*

Address: \*

City: \*

State/Province: \*

Zip/Postal Code: \*

Country: (If other than United States)

Telephone:

Telephone2:

One Time Only:

Do they Receive Renewals:

Loan Number:

Group Code:

**Nature of Interest**

Date Interest Ends:

Mortgage:

Less Payee:

Other Interest:

Other Interest:

**Description of Operations**

**Certificate Portion**

Certificate Specific Portion:

Holder Specific Portion:

**Delivery Information**

Your Email Address:

Send me confirmation:

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

This certificate supersedes previously issued certificate:

**Recipient #1**

Attention:

Subject:

Message:

Email the Form:

Email:

**Recipient #2**

Attention:

Subject:

Message:

Email the Form:

Email:

**Recipient #3**

Attention:

Subject:

Message:

Email the Form:

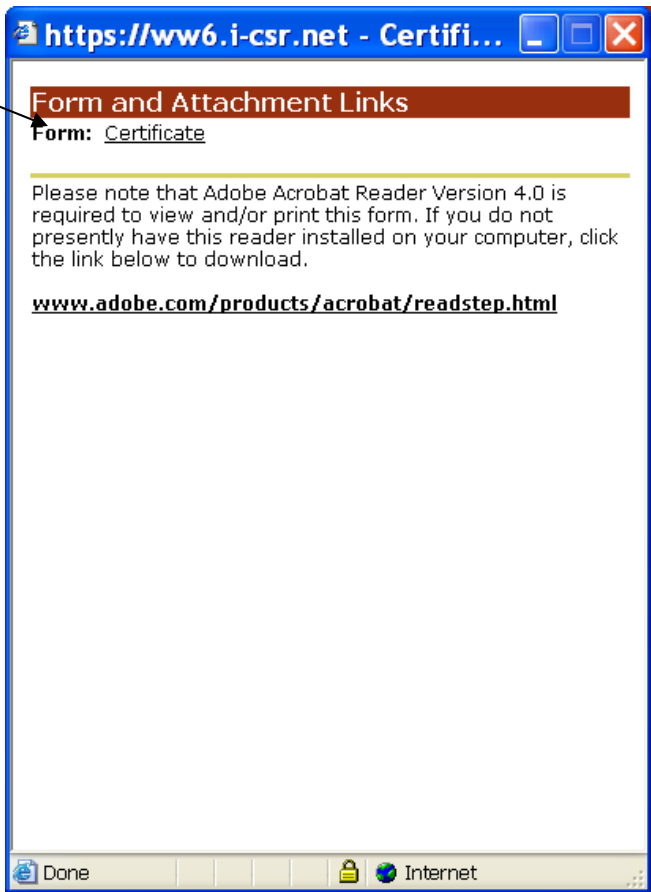
Email:

**Carrier Confirmations**

Complete certificate holder section

Click submit request button at bottom to print certificate

Click certificate to view a and print form  
Form can also be emailed



\*Please be advised if you have pop-up blocker installed on your computer you will NOT receive your certificate. Please disable your pop-up block 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.

Adobe Reader - [ICSR-training\_Test-Demo-Account-20\_Demo-Only\_2-11-2008\_1007434624[1].pdf]

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**ACORD™ CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 2/11/2008

PRODUCER Phone: 303-837-8500 Fax: 303-831-5295  
Van Gilder Insurance Corp  
700 Broadway, Suite 1000  
Denver CO 80203

INSURED  
Test Demo Account 2008  
700 Broadway  
Denver CO 80203

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURER	AFFORDING COVERAGE	NAIC #
INSURER A:	Marketing Company	
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PACKAGE	1/1/2008	1/1/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS  <b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO	PACKAGE	1/1/2008	1/1/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$

8.50 x 11.00 in 1 of 2

To issue another certificate

To return to menu click service menu

