

Update Certificate Holder list for Renewal

Click on Review Certificate Holder List to update on line

Click on Certificate Holder Spreadsheet to update excel and email to Van Gilder Representative

The screenshot shows the Vangilder web application interface. At the top, there is a header with the Vangilder logo and user navigation options like 'Logout', 'My Home', and 'http://www.vgic.com'. Below the header, there are six main menu categories, each with a dropdown menu:

- Certificates**: Re-Print Certificate, Request to add a holder, Review Certificate Holder List, Certificate Holder Spreadsheet
- LocationRequest**: Add a Location, Delete a location, Edit a location, Replace a location
- VehicleRequest**: Add A Vehicle, Delete A Vehicle, Edit A Vehicle, Replace A Vehicle
- AutoIDCards**: Re-Print Auto ID Cards
- DriverRequest**: Add A Driver, Delete A Driver, Edit A Driver, Replace A Driver
- EquipmentRequest**: Add Equipment, Delete Equipment, Edit Equipment, Replace Equipment

Note number of pages, if more than one go to items per page and enter in 0 and click search. This will display all certificate holders

Click on check mark in issue box to remove holder from renewal process.

If changes to the holder information is needed, click on change

The screenshot shows the 'Certificate Holder Selection For Renewal' page. At the top, there is a header with the Vangilder logo and user navigation options. Below the header, there is a sub-header 'Certificate Holder Selection For Renewal' with navigation buttons like 'select all', 'clear all', 'first', 'prev', 'next', 'last', 'add', and 'send'. The main content is a table with the following columns: Issue Cert, CertHolder, Desc of Ops, Template, and Delivery. The table contains three rows of data:

Issue Cert	CertHolder	Desc of Ops	Template	Delivery
<input checked="" type="checkbox"/>	Name address denver, CO 80202		09/10 All Coverages	Attn 1: Subject: Proof of Insurance for I-CSR Training Email: No Fax: No Change
<input checked="" type="checkbox"/>	test1 4340 Stevens Creek Blvd. #275 San Jose, CA 95129-1148	RE: LBA Project No: 1500797 (Skyview Tower) Avalon Towers on the Peninsula	09/10 All Coverages renewcert	Attn 1: Subject: Email: No Fax: No Change
<input checked="" type="checkbox"/>	test2 1518 K Street NW, Mezzanine Level Washington, DC 20005	RE: LBA Project #801441-1 - George Washington University-Square 43	09/10 All Coverages renewcert	Attn 1: Subject: Email: No Fax: No Change

Below the table, there is a search section with the following fields:

- Search: Find Name (input field) [search]
- Group (input field)
- Items Per Page: 3 (0 for All)

Make appropriate changes to holder information and click submit request

Update Delivery Information

- AOI

Name: Name
 Address: address

 City: denver
 State: Colorado
 Zip: 80202
 Phone 1:
 Phone 2:
 Date Interest Ends:

- Recipient #1

Attention:
 Subject: Proof of Insurance for I-CSR
 Message:
 Fax the Cert:
 Include Cover Page:
 Fax Number:
 Email the Cert:
 Email:

- Recipient #2

Attention:
 Subject: Proof of Insurance for I-CSR
 Message:
 Fax the Cert:
 Include Cover Page:
 Fax Number:
 Email the Cert:
 Email:

- Recipient #3

Attention:
 Subject: Proof of Insurance for I-CSR
 Message:
 Fax the Cert:
 Include Cover Page:
 Fax Number:
 Email the Cert:
 Email:

- Description of Operations

Desc of Ops:

- Certificates

Select Certificates: 09/10 All Coverages renewcert

After updating list click send
 If a new certificate holder is needed click on add, the update delivery information screen will display for completion

Upon clicking send, VGIC will receive notification of updated certificate list to include any additions or changes and renew certificates accordingly.

vanguard

Logoff My Home http://www.vgic.com

ICSR Training
 Wednesday, June 23, 2010

Certificate Holder Selection For Renewal

select all | clear all | first | prev | next | last | add | send

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Search

Find Name

Group

Items Per Page (0 For All)