

WELCOME

COI and E-CERTS WEBINAR

June 3, 2024



PRESENTED BY:

USASA:

Amber Klimek - Member Engagement & Communication Director

USI:

Brandon Mortenson - Senior Account Representative

Teresa Raimondi - E-Certs Representative



COI and E-Certs Overview

- Before you use eCertsOnline for the first time you must download and read the user guide. This is the only way you will know what user ID and password to use when logging into the system. [User Guide \(CLICK HERE\)](#)
- You will request all certificates via the Internet through eCertsOnline. eCertsOnline is an Internet based tool that creates, stores, and issues certificates of insurance via e-mail. We are providing this tool to USASA individuals who are responsible for obtaining and delivering certificates of insurance to holders.
- What's a holder you ask? A "holder" is simply the name of the person or company or school district or whomever it is requesting that you provide a certificate or proof of insurance before you use a field or other facility. It's that simple.
- eCertsOnline will let you prepare the document needed to prove that your team or league has insurance coverage while using a facility. You will be filling in online forms with your name, a way to contact you, and the name of the government or company organization whose facility you plan to use.
- You will also be telling eCertsOnline where to e-mail the official copy of the COI which you need.



Experience more.

A certificate management system like no other.



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[E-Certs \(CLICK HERE\)](#)



ONLINE PROCESS

- Step 1: Once you are on the form maintenance page, you want to select 'Add Interest.'
- Step 2: This is where you will input the details for the holder. First you want to select which member/state association it is for. Secondly, you will add the holder's name and address. Then on the right side of the screen you can choose how the COI can be delivered, Email/FAX/Print. If you choose the print option, you will have to send the COI manually.
- Step 3: On this step, you have to select how you would like it to be delivered. If you chose email/fax/print on the last step, you could change it specifically for this COI on this page. You can choose to preview the COI before issuing it as well (to make sure everything looks okay) then click issue when you are done.
- Step 4: You can now pull the COI. You can see on the attached Step 4 image; I chose to Print (because I am sending the COI to you) and there were 0 Completed Deliveries (since I printed). You can click the PDF file at the bottom of this page to obtain the COI.



USI

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Search: [The United States Auto Insurance Association](#) Form: [ACORD 25 \(03/18\) Certificate of Liability](#) Description: [ACORD 25 Name Certificate](#)

Forms: ACORD 25 (03/18) Certificate of Liability: Interest

Save Cancel

1 Member/State Name: Select

2 → Name: (Type your search. Press Enter to filter.) Delivery Method(s): Select and Select

3 → Address 1 (PO Box)
Address 2 (Street)
City/State/Zip
Country: United States
Expiration: ☐ Non Renewable

4 Email 1:
Email 2:
Fax:
Contact (cover page):
Phone:
Data Filter (search Interest list by date):

Additional Insured:

- ☒ General Liability
- ☒ Auto Liability
- ☒ Excess Liability
- ☒ Sexual Abuse & Misconduct
- ☐ Other 2
- ☐ Other 3

Subrogation Waiver:

- ☒ General Liability
- ☒ Auto Liability
- ☒ Excess Liability
- ☐ Workers' Compensation
- ☐ Sexual Abuse & Misconduct
- ☐ Other 2

Excluded Coverage:

- ☐ General Liability
- ☐ Auto Liability
- ☐ Excess Liability
- ☐ Workers' Compensation
- ☐ Sexual Abuse & Misconduct
- ☐ Other 2

Speaker Homebase System Settings Help Logout

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[Insured: The United States Adult Soccer Association](#)

[Form: ACORD 25 \(03/16\) Certificate of Liability](#)

[Description: New Jersey / Idaho - 2425 Master Certificate](#)

[Batch: 1401302](#)

[Batch No: 1401302](#)

[Batch Description: Delivery Method: P03 \(No Delivery\)](#)

[Book Order: Page Order: Interest Name - Cert No:](#)

[Insured: The United States Adult Soccer Association](#)

[Agency Customer ID:](#)

[Form: ACORD 25 \(03/16\) Certificate of Liability](#)

[Description: New Jersey / Idaho - 2425 Master Certificate](#)

[Type: Insurance](#)

[ModDate: 5/19/2014 2:01:37 PM](#)

[Brandon Mortenson](#)

[Interests: \(1\)](#)

[Deliveries: Complete](#)

[Print](#)

Batch Files:

Type	Description	Print Order	Interests	P03	P04
Insurance Copy	ALL CO's Insured	Interest Name - Cert No.	1	5	5

Subject Line:

Certificate of Liability: The United States Adult Soccer Association - Teton Falls Parks & Recreation

SPECIAL REQUESTS / ADDITIONAL INSURED

“If the city/municipalities push back on our certificate requiring additional information (More limits, additional language, etc.), what do I do next?”

Please send an email to Amber and she will work with USI to get the COI updated.



HOW TO CANCEL A COI

- Step 1: Select which holder needs to be cancelled
- Step 2: Click the “Assign” drop down arrow
- Step 3: Select Cancellation
- Step 4: Fill out date of cancellation and reason (example: 06/03/2024 reason: permission to use field not given)
- Step 5: Issue

*If there are issues cancelling, please let Amber know. She can issue the cancellation of the COI.



QUESTIONS

ENTER YOUR QUESTION IN THE
Q&A SECTION

If you have questions after the webinar, please email Amber.



THANK YOU!

