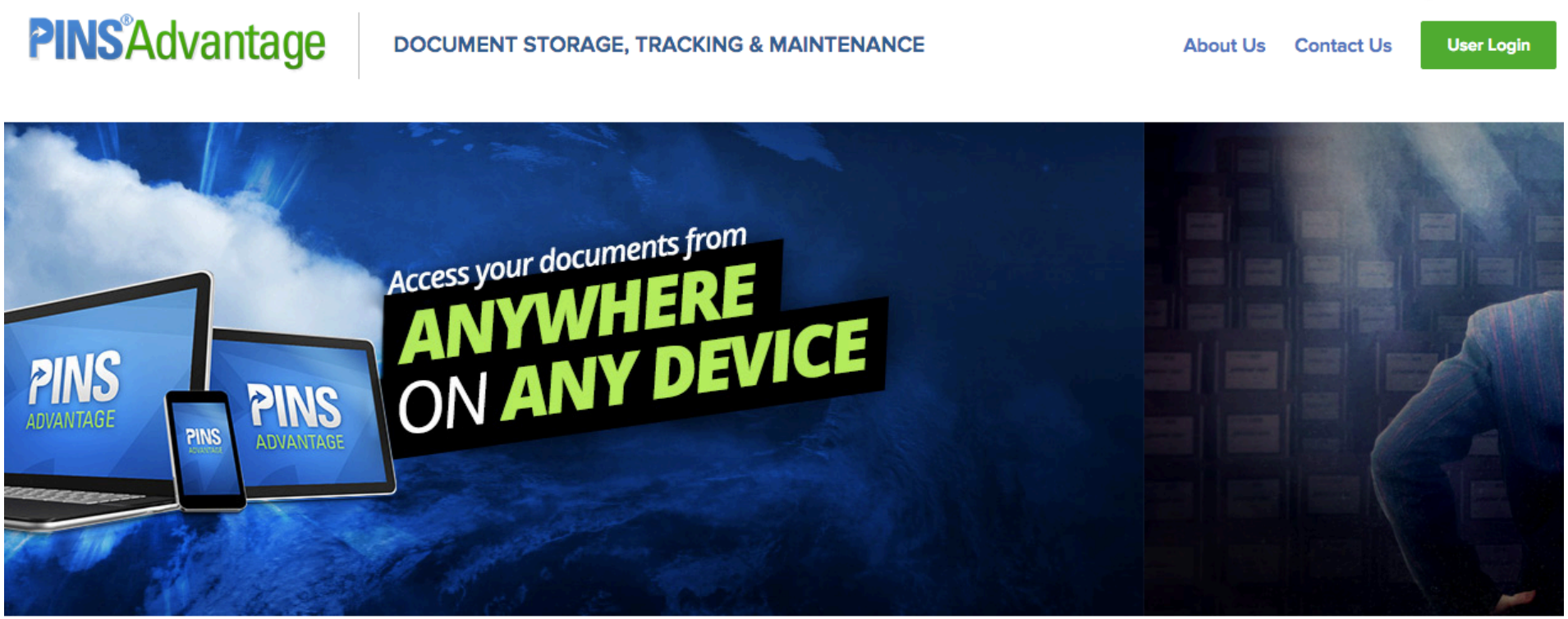
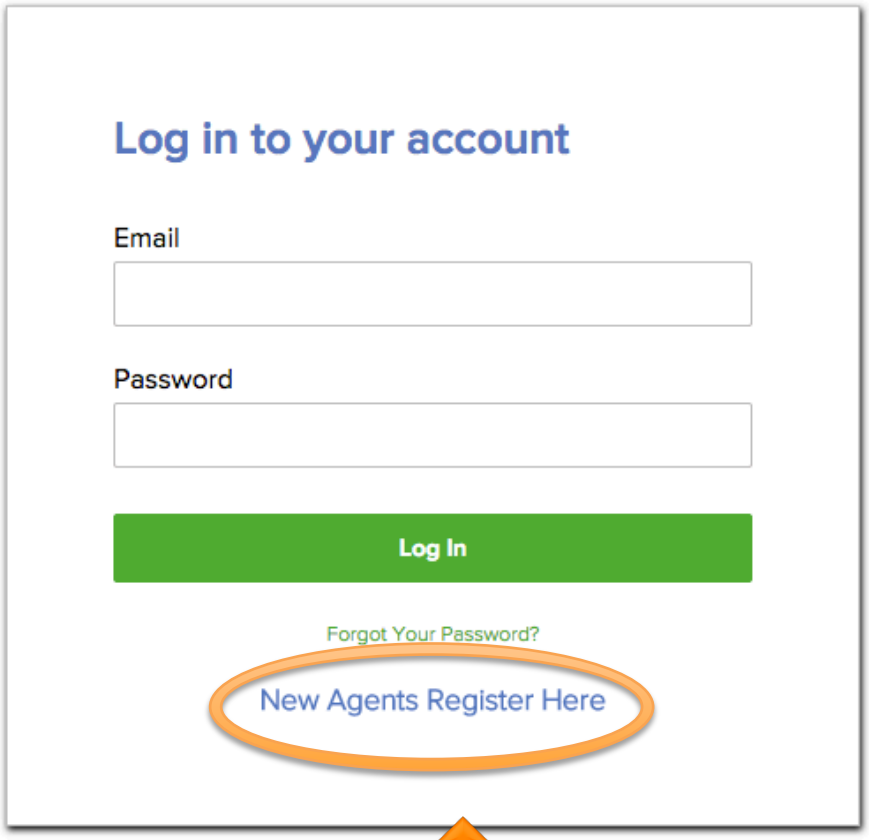
Go to PinsAdvantage.com
Click **User Login**



New to PINS?



Click Here

Call PINS with Questions 626-844-1835

Enter the Job Code Provided in the Email You Received

Register with PINS

To register please enter a valid job code and click Continue.
Note: Only Certificate Holders and/or Insureds can provide these Codes.

Enter Job Code here and click 'Continue'.
This Code is given to you by your client.

Job Code: AJuZaSU2062 **Continue**

Call PINS with Questions 626-844-1835

Register as a new agent:

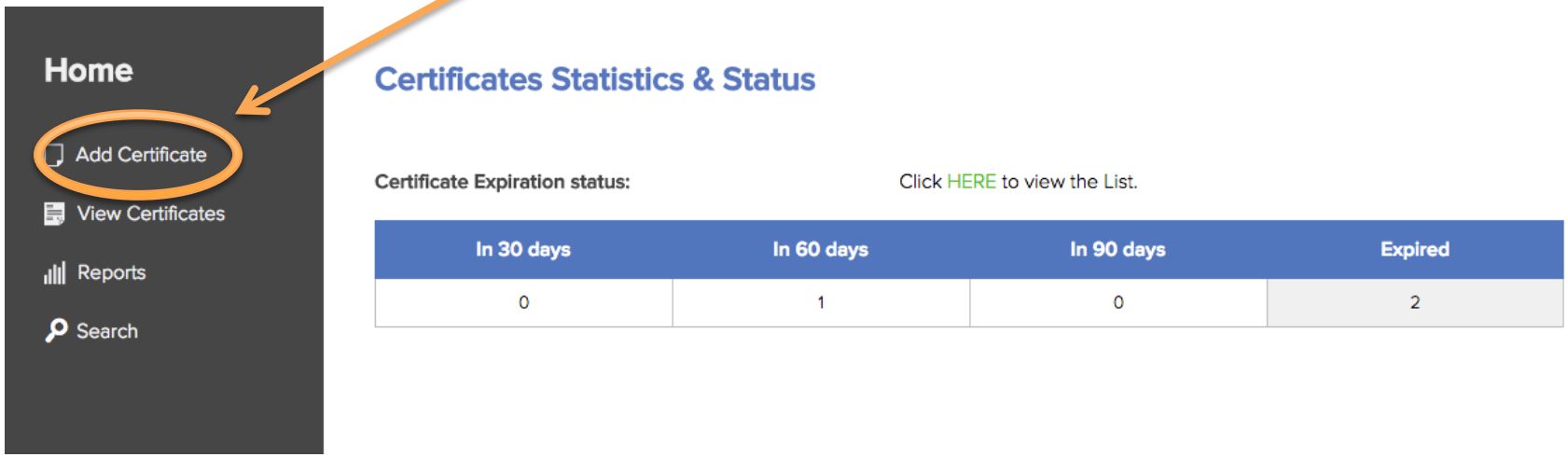
- Your email address is your username
- Your password does NOT have to be character specific

Enter Registration Information

Company Name	ABC Insurance Agency
Your First Name	John
Your Last Name	Smith
License Number	000000
Address Line 1	177 N Western Ave.
Address Line 2	
City	Sierra Madre
State	Ca
Zip	91007
Email	john@abcinsurance.com
Phone	(303) 546-9876
Fax	(302) 343-9489
Password	•••••••••••
Confirm Password	•••••••••••

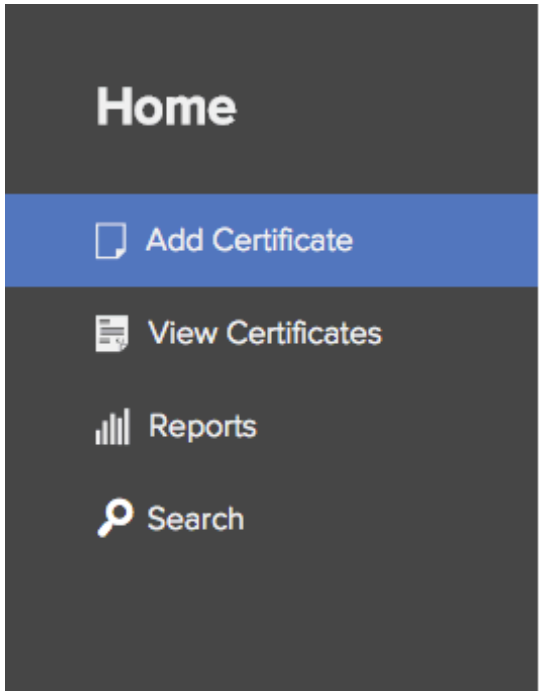
The first page you see is your dash board

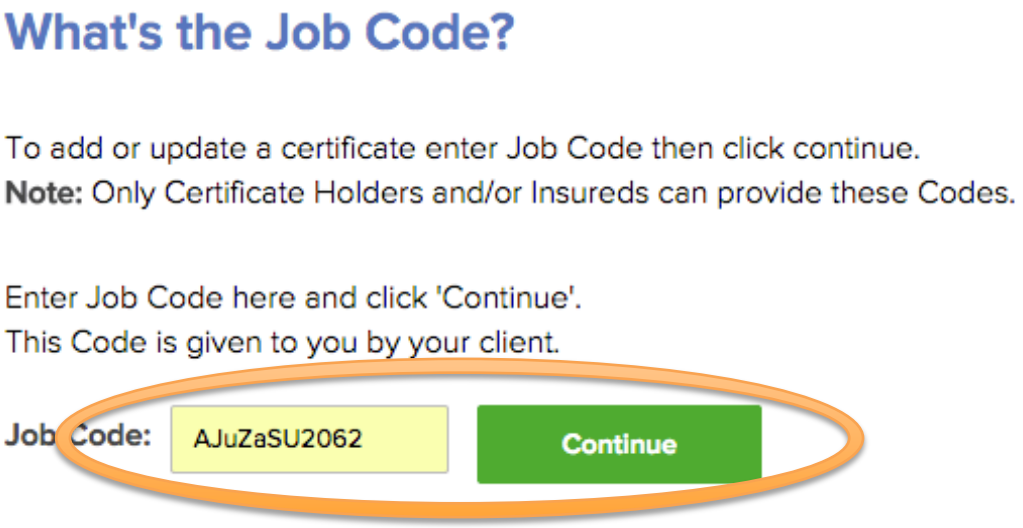
Click Add Certificate!



1. Enter the Job Code

2. Click Continue!





At the top of the certificate you will see:

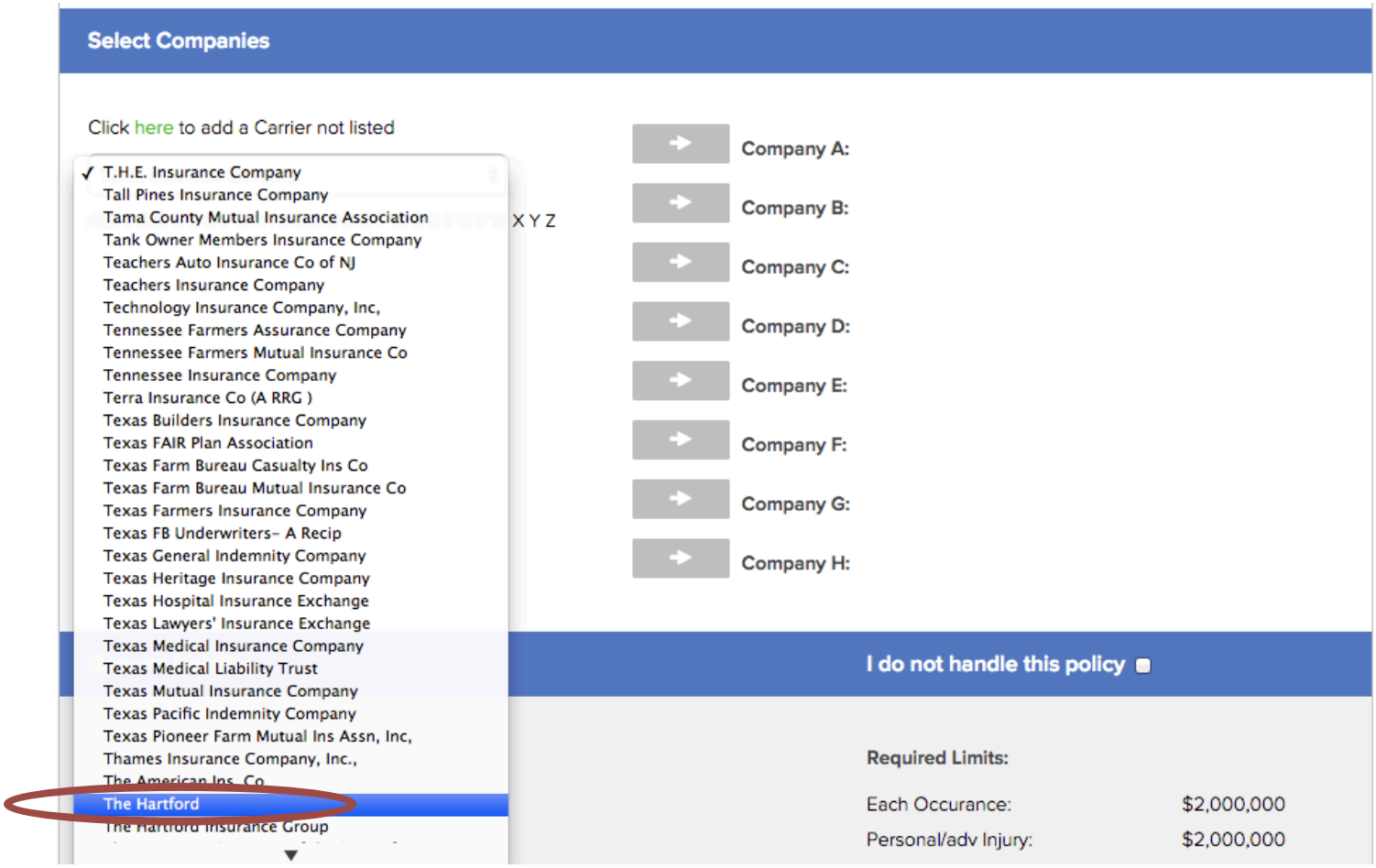
your agency info

your clients info

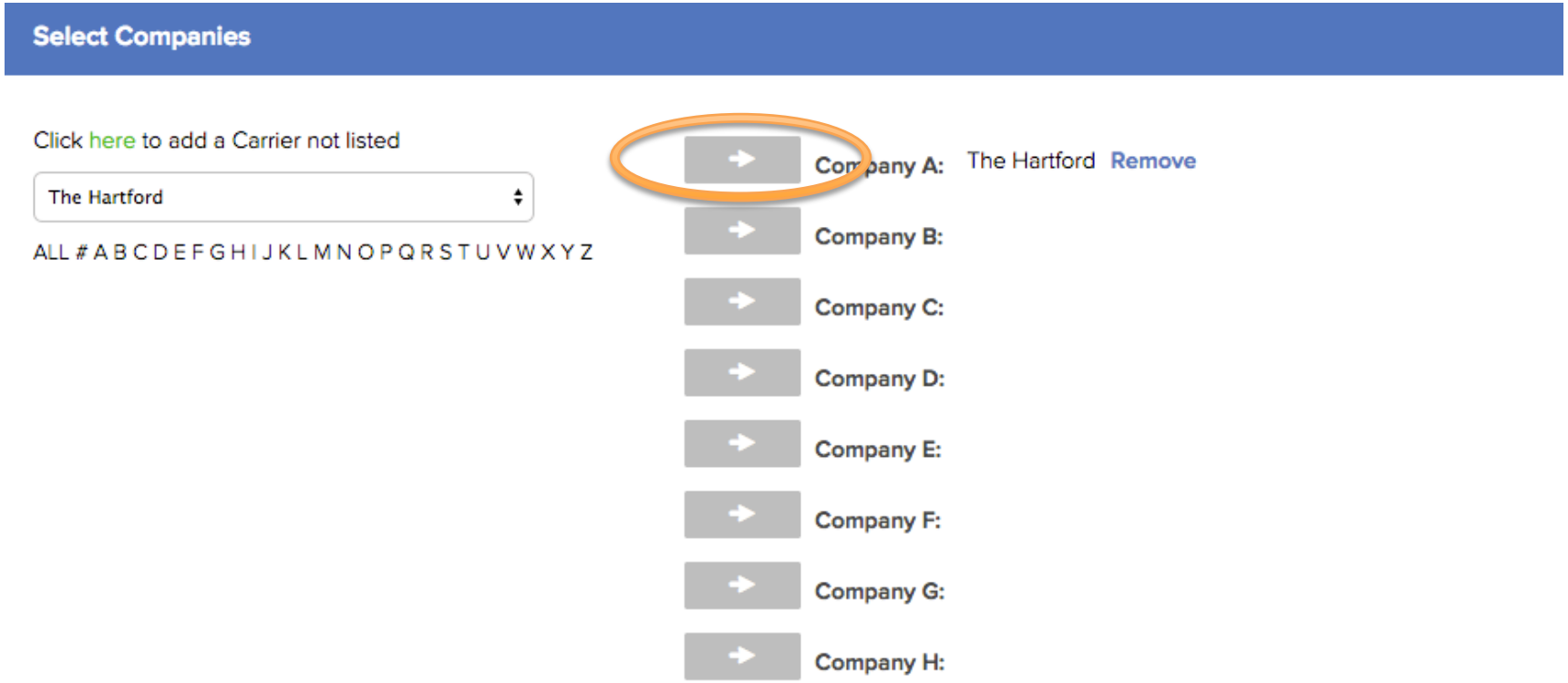
Agent		Insured	
Company:	ABC Insurance Agency	Company:	XYZ Vendor
Contact:	John Smith	Contact:	Karen Johnson
License:	0000000	DL Number:	
Address:	177 N Western Ave.	Tax ID:	
City:	Sierra Madre	Address:	
State:	Ca	City:	
Zip:	91007	State:	
Email:	john@abcinsurance.com	Zip:	
Phone:	(555) 555-5555	Email:	karen@xyzvendor.com
Fax:	(555) 555-5555	Phone:	
		Fax:	

1. Select the Alphabetical Letter that the carrier company begins with

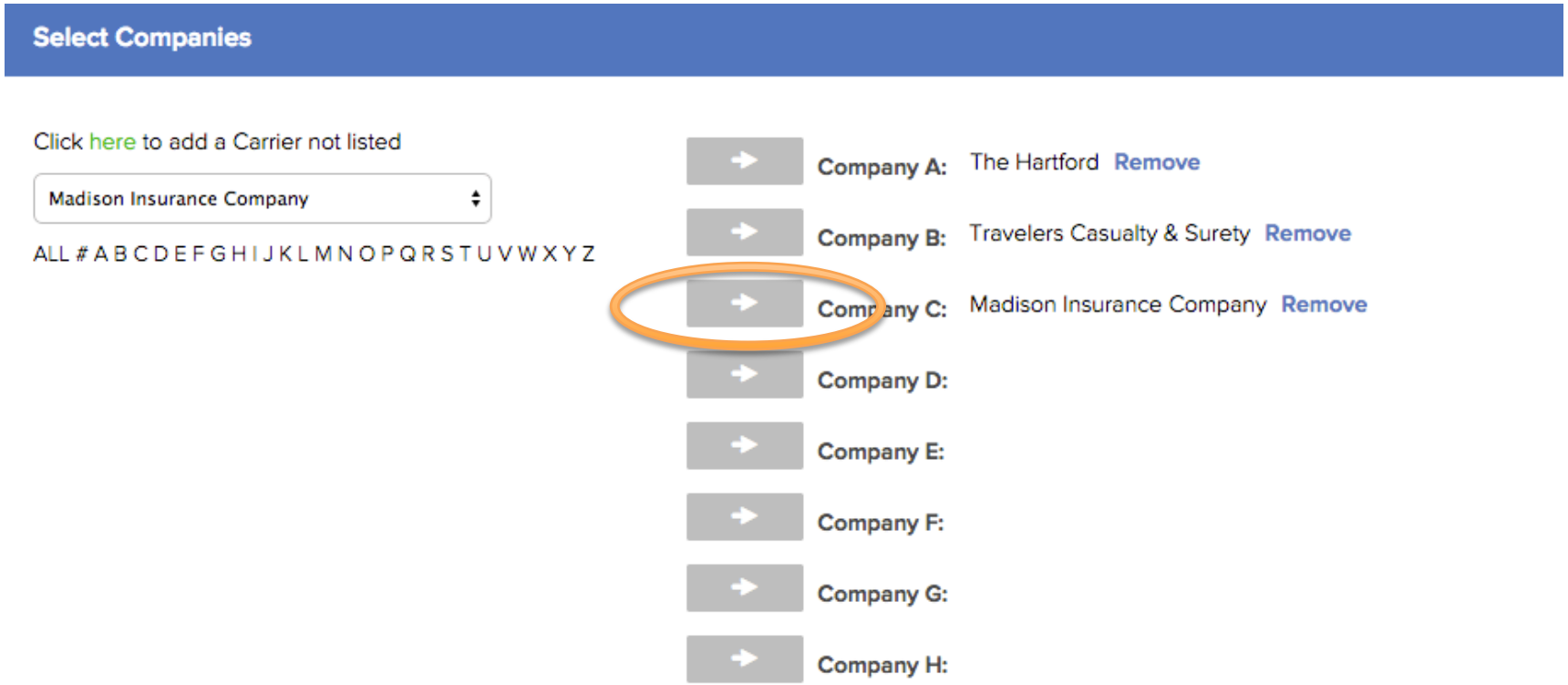
2. Click the drop down list to find the company



Click the Arrow to Apply the Company



Add Additional Carrier Companies if Needed



Filling out General Liability!
1. Select the Carrier Company

General Liability | **I do not handle this policy** ☐

Required Limits:

Each Occurance:	$2,000,000
Personal/adv Injury:	$2,000,000
General (Aggregate):	$4,000,000

Insurance Company: ✓ -- A B C D E F G H

Add Additional Policy | **Remove Policy**

Comm Gen Liability

Claims Made ☐

Occurrence ☐

Aggregate Limit Applies per: ○ Policy ○ Project

Policy Number:

Effective Date:

Expiration Date:

Deductible:

Retention:

Each Occurrence:

Fire Damage (any one fire):

Med.exp (any one person):

Personal/adv Injury:

General(Aggregate):

Products-comp/op Agg:

Fill out the Policy Info!

General Liability

I do not handle this policy ☐

If you do not handle the policy check mark the box

Click this if your client has 2 GL Policies

The limits listed here are the limits that the cert holder requested

Required Limits:

Each Occurance:	$2,000,000
Personal/adv Injury:	$2,000,000
General (Aggregate):	$4,000,000

Insurance Company: A

Add Additional Policy

Remove Policy

Check mark any applicable boxes

Comm Gen Liability	☑	Policy Number:	2348249872498	Each Occurrence:	1,000,000
Claims Made	☐	Effective Date:	01/01/2015	Fire Damage (any one fire):	100,000
Occurrence	☑	Expiration Date:	01/01/2016	Med.exp (any one person):	300,000
Aggregate Limit Applies per: ◉ Policy ○ Project		Deductible:	5,000	Personal/adv Injury:	1,000,000
		Retention:		General(Aggregate):	2,000,000
				Products-comp/op Agg:	2,000,000

Fill in the monetary limits

Fill in the policy number/ dates/and amounts if applicable

Fill in the remaining policies if your agency handles those policies

Automobile Liability | **I do not handle this policy** ☐ | **Required Limit: $1,000,000**

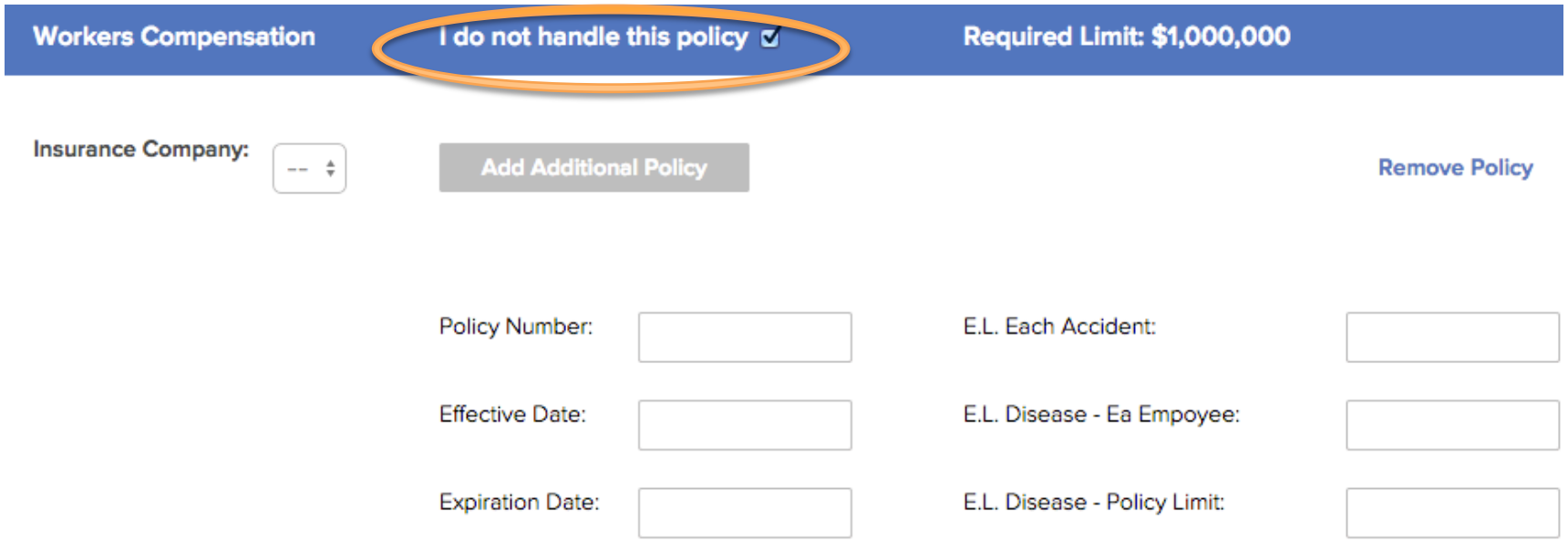
Insurance Company: A

Add Additional Policy

Remove Policy

Any Auto Liability	☑	Policy Number:	9482094820	Combined Single Limit (Ea Accident):	1,000,000
All Owned Autos	☐	Effective Date:	01/01/2015	Bodily Injury (Per Person):	1,000,000
Scheduled Autos	☑	Expiration Date:	01/01/2016	Bodily Injury (Per Accident):	1,000,000
Hired Autos	☐			Property:	
Non-Owned Autos	☐				

If you do NOT handle a policy be sure to check the box



Ignore this section
it is information for the Certificate Holder to use

Loan/Job

Loan/Job #: 342488

Job Name: ABC Vendor/Contractor

Ignore this section it is information for the Certificate Holder to use

OCIP

OCIP: ☐ Carrier: Policy Number:

This is an area for the Description of Operations/Additional Insured Language

Description of operations, Locations/Vehicles/Special items

All Operations

Often Language will be pre-populated in this section by the Cert Holder

Type your name Here

Certificate Holder

Client: Rose
Phone: (626) 355-9876
Fax: (626) 765-0987

Contact: Katy Rose
Email: krose@pinsadvantage.com
Phone: (626) 844-1836

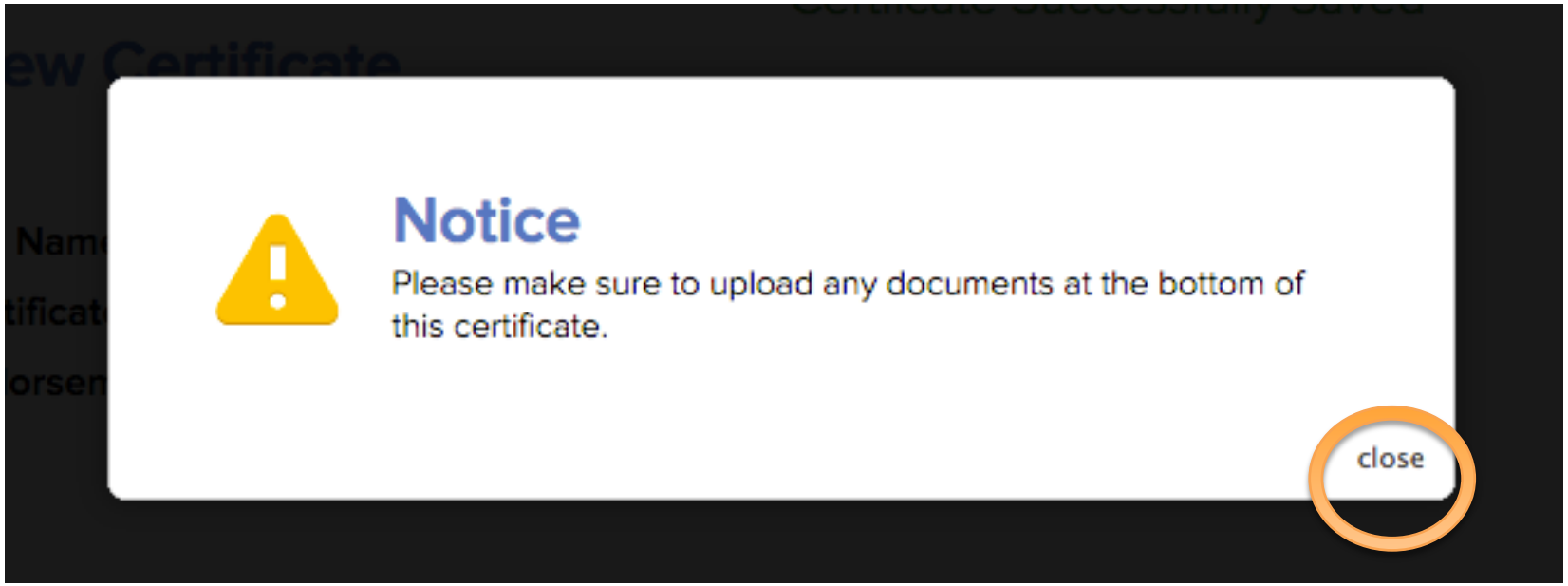
Address: 51 E. Huntington Dr.
City: Arcadia
State: CA
Zip: 91006

Authorized Representative: John Smith

Before you can upload documents...
Click **Save and Continue**

Required Endorsement(s)	*Upload required Endorsement(s) after saving the Certificate
Additional Insured Endorsement, CG20101185 or Equivalent	Need to upload document
Primary Wording & Non Contributory	Need to upload document
Waiver or Subrogation for General Liability Workers Compensation and Automobile	Need to upload document

If you have successfully completed the cert you will see this pop up!



Click Close

Call PINS with Questions 626-844-1835

Your Page Will Read...

Certficate Successfully Saved

View Certificate

Job Name: ABC Vendor/Contractor

Certificate Number: 57.3865.2838

Job Status: Active

Revisions: 0

Endorsement(s) and Attachment(s): 0

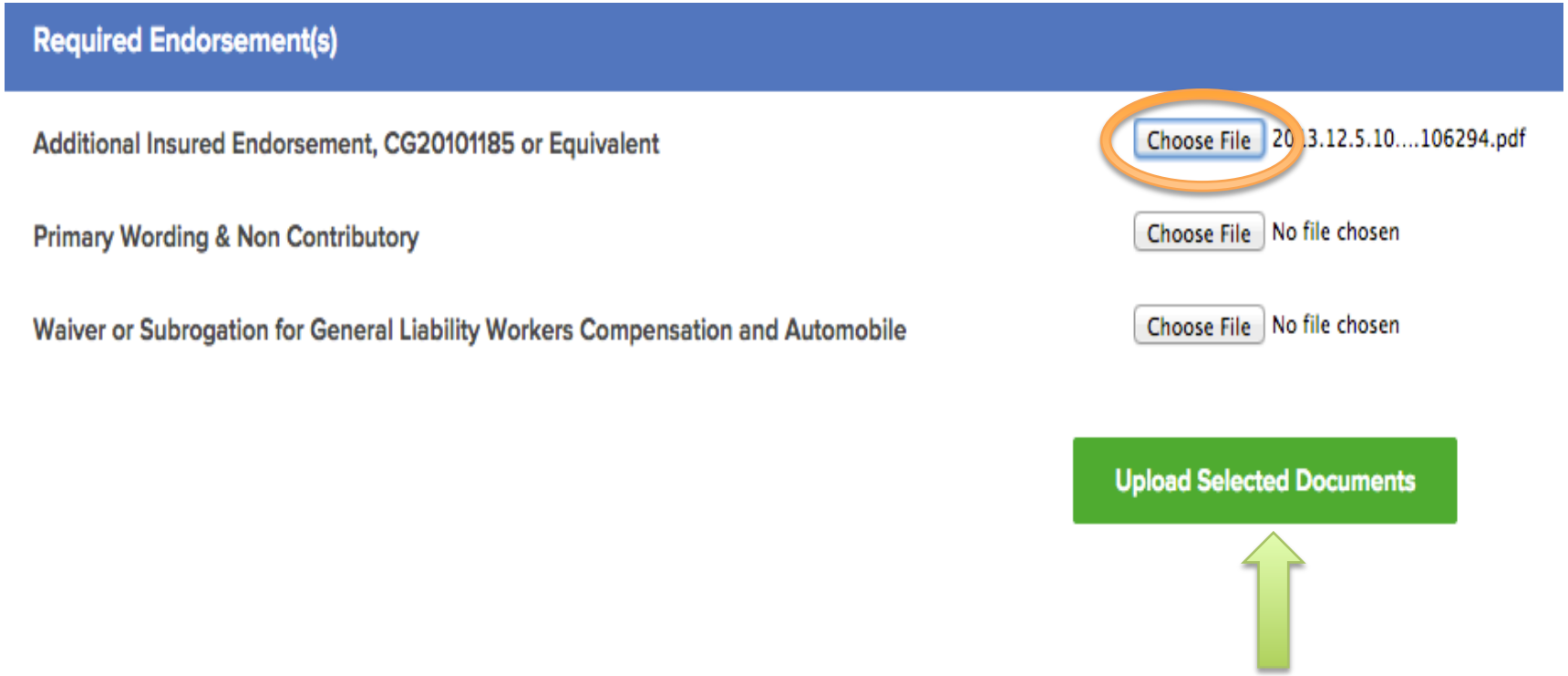
Pages: 0

Size (KB): 0

Edit Certificate

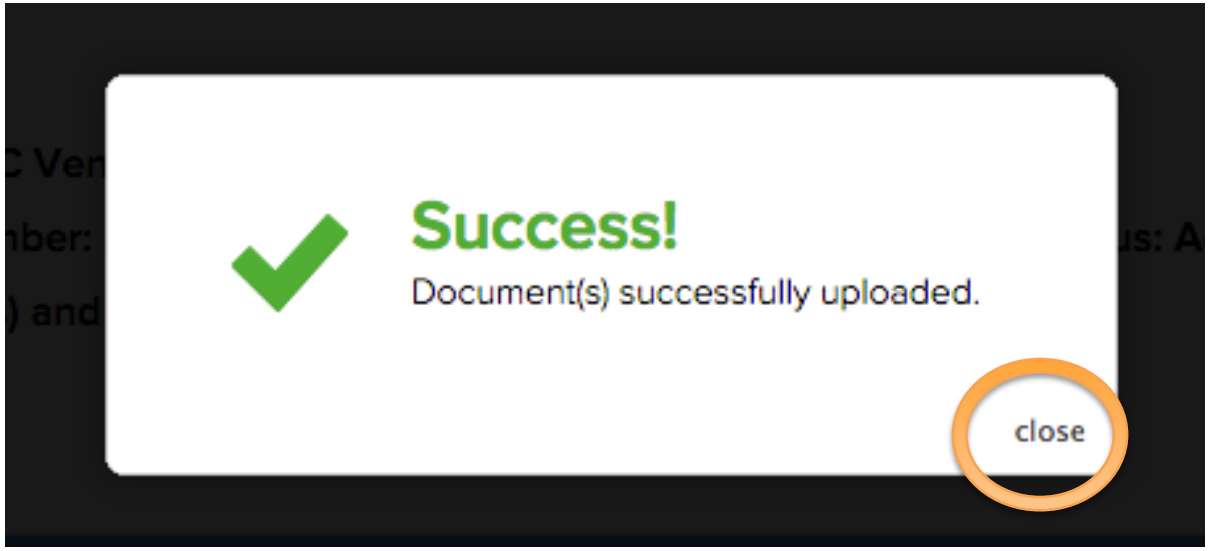
Scroll to the bottom of the page to upload requested documents

1. Click the **Chose File** button to find the document from your desktop



2. Then Click **Upload Selected Documents**

Once you have successfully uploaded document(s) you will see this pop up!



Click Close

Required Endorsement(s)

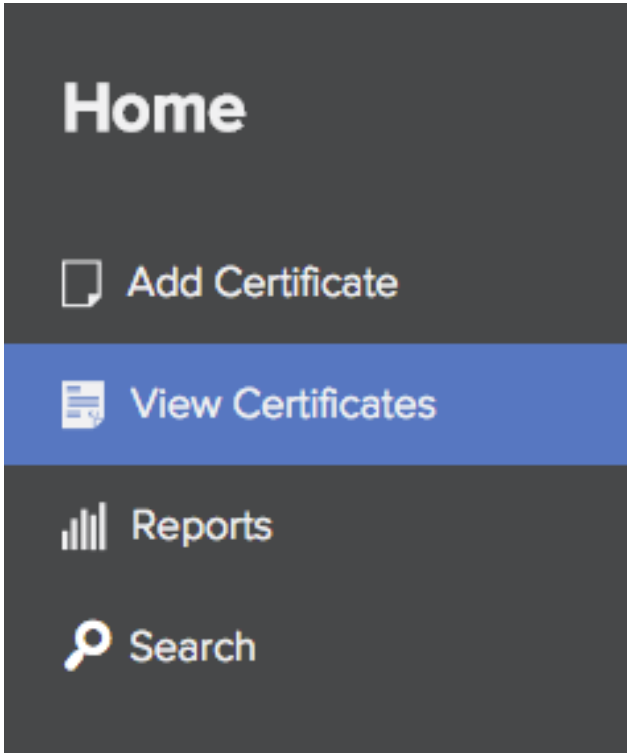
Additional Insured Endorsement, CG20101185 or Equivalent	Choose File No file chosen
Primary Wording & Non Contributory	Choose File No file chosen
Waiver or Subrogation for General Liability Workers Compensation and Automobile	Choose File No file chosen

Upload Selected Documents

Uploaded Document(s)

Type	Name	Size (KB)	Pages	Upload Date	
Additional Insured Endorsement, CG20101185 or Equivalent	k.pdf	1	9	2/23/2015 4:52 pm	View

The document you uploaded will now be listed in the Type Column

You can now leave PINS!

If you ever need to edit/ renew an existing certificate click View Certificates