



The City of Chico is now using **PINS[®]Advantage** to track insurance certificates and all related documents!

The City of Chico Human Resources & Risk Management Office has automated our insurance certificate tracking for contracts, agreements, and permits (excluding park and street closure permits) using PINS Advantage. The PINS Advantage system will significantly streamline the City's insurance tracking and approval process.

How It Works

1. PINS begins with the **City of Chico**. **City of Chico admins** logs into PINS and email a request for insurance to the **Contractor/Consultant/Permittee**.
2. The **Contractor/Consultant/Permittee** will receive an email from **PINS Advantage** (no-reply@pinsadvantage.com).
3. The **Contractor/Consultant/Permittee** then forwards the email to their **Insurance Agent(s)**.
4. The **Insurance Agent(s)** then logs into <https://www.pinsadvantage.com> and completes the insurance certificate online.
5. The City of Chico reviews the submitted insurance documentation, and either sends additional follow up emails or approves the submitted insurance.



Sample Email

Subject: Insurance Certificate Request from City of Chico
From: Risk Management

Based on your contract/agreement/permit with the City of Chico, please be advised that you are required to provide proof of insurance to the City of Chico. We have automated our insurance certificate tracking using PINS Advantage. Your agent will need to provide the City with the insurance certificate and any associated documentation through the following website: <https://www.pinsadvantage.com>. Please forward this email to any Agent handling your Insurance.

Please follow the instructions below:

Logging onto PinsAdvantage.com

Register as new Agent

Enter this Job Code: xxxxxxxxxxxxxx

Complete Agent Registration

Log in using User Name and Password

Click to the left side of page to add Certificate

Enter this Job Code: xxxxxxxxxxxxxx

Complete sections of the Certificate applicable to your Agency, and include the required Endorsements

This process will significantly streamline the City's insurance tracking and approval process.

Should you have any questions on insurance requirements or the PINS Advantage process, please feel free to contact Risk Management at (530) 879-7910.

Thank you for your assistance in this process.

Sincerely,

City of Chico Risk Management

risk-management@chicoca.gov

(530) 879-7910