



The Certificates Tab

If you have commercial lines policies with us and you use certificates you may see the certificates tab. The certificates in the list are called Master Certificates because they contain all the information that may be required by multiple certificate holders.

POLICIES	AUTO ID	CLAIMS	DOCUMENTS	CERTIFICATES	HOW TO USE	ADDITIONAL INFO
Search by						
	# CL15112007787		Certificate of Liability ACORD 25	6 Holders	ACTIVE	
	# CL1563007103 master Auto		Certificate of Liability ACORD 25	6 Holders	ACTIVE	

If you see the View Master PDF link to the side and click it, all this will do if show you a template.

 [View Master](#)

When you click a certificate in the grid, another web page opens showing all the current certificate holders. You can print an existing certificate or request a certificate for a new holder. **Note: You can only add a certificate holder to an existing certificate template. No other changes to the certificate are permitted and should not be done to the certificate. All other changes and requests regarding the certificate and/or coverages should be submitted to your account manager to request from the insurance carrier for approval.**

	# CL1563007103 master Auto		Certificate of Liability ACORD 25	6 Holders	ACTIVE	
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CERTIFICATE HOLDERS

[< BACK TO LIST](#)

CL1563007103
master Auto

Certificate of Liability
ACORD 25

3 Holders

ACTIVE

Holders

[ADD HOLDER](#)

Search Holders by Name, Address, or Job #

Info Only

	ISSUED	JOB #	DESCRIPTION OF OPERATIONS	
	6/30/2015		The Auto policy includes a blanket automatic additional insured endorsement	
Jason Frederick 12364 Lane Victoria, TX 77905	ISSUED 6/30/2015	JOB #	DESCRIPTION OF OPERATIONS The Auto policy includes a blanket automatic additional insured endorsement	
Terry Murray 12 STREET Austin, TX 78743	ISSUED 6/30/2015	JOB #	DESCRIPTION OF OPERATIONS The Auto policy includes a blanket automatic additional insured endorsement	

To view the specific holder certificate, click on the name and a PDF will appear with certificate for you to print or view it online.

Terry Murray

	ISSUED	JOB #	DESCRIPTION OF OPERATIONS	ACTIONS
12 STREET Austin, TX 78743	6/30/2015		The Auto policy includes a blanket automat...	

https://clientportal.vertafore.com/api/Certificate/6df90301-a086-40e3-b083-3bf098d0f8b0/Certif - Internet Explorer

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p>PRODUCER</p> <p>TCOR Management 336 N. Seguin Ave New Braunfels TX 78130</p>	<p>INSURER Crystal Star PHONE (833)367-7019 FAX (833)367-7022 E-MAIL crystalstar@commanagement.com ADDRESS Crystal Star</p>
<p>INSURED</p> <p>last time customer Inc, DBA: training 336 N Seguin Street New Braunfels TX 78130</p>	<p>ENDORSEMENTS</p> <p>ENDORSEMENT A: Transfers Jurisdiction ENDORSEMENT B: ENDORSEMENT C: ENDORSEMENT D: ENDORSEMENT E:</p>

COVERAGES CERTIFICATE NUMBER: CL1563007103 REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	CLASSIFICATION	POLICY NUMBER	ISSUE DATE	EXPIRATION DATE	LIMITS
COMMERCIAL GENERAL LIABILITY	BLANKET				BODILY INJURY/PROPERTY DAMAGE \$1,000,000 PRODUCTS/COMPLETED OPERATIONS \$1,000,000 MEDICAL EXP (Per occurrence) \$100,000 PERSONAL & ADV INJURY \$100,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMPLETED OPERATIONS \$1,000,000
	EXCESS				COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per occurrence) \$1,000,000 PRODUCTS/COMPLETED OPERATIONS (Per occurrence) \$1,000,000
AUTOMOBILE LIABILITY	ANY AUTO	CAUT TEST 123	06/30/2015	06/30/2015	COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per occurrence) \$1,000,000 PRODUCTS/COMPLETED OPERATIONS (Per occurrence) \$1,000,000
	ALL OTHER AUTO				BODILY INJURY (Per occurrence) \$1,000,000 PRODUCTS/COMPLETED OPERATIONS (Per occurrence) \$1,000,000
UMBRELLA LIABILITY					BODILY INJURY/PROPERTY DAMAGE \$1,000,000 PRODUCTS/COMPLETED OPERATIONS \$1,000,000
EXCESS LIABILITY					COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per occurrence) \$1,000,000 PRODUCTS/COMPLETED OPERATIONS (Per occurrence) \$1,000,000
EMPLOYERS LIABILITY					BODILY INJURY/PROPERTY DAMAGE \$1,000,000 PRODUCTS/COMPLETED OPERATIONS \$1,000,000

DESCRIPTION OF OPERATIONS (LOCATION) (VEHICLE) (ACORD 91, Additional Remarks to be below, may be attached if more space is required)

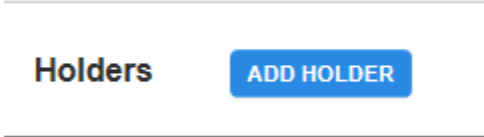
The Auto policy includes a blanket automatic additional insured endorsement (endorsement) that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

<p>CERTIFICATE HOLDER</p> <p>Terry Murray 12 STREET Austin TX 78743</p>	<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE Rick Dushway/FREDE.</p>
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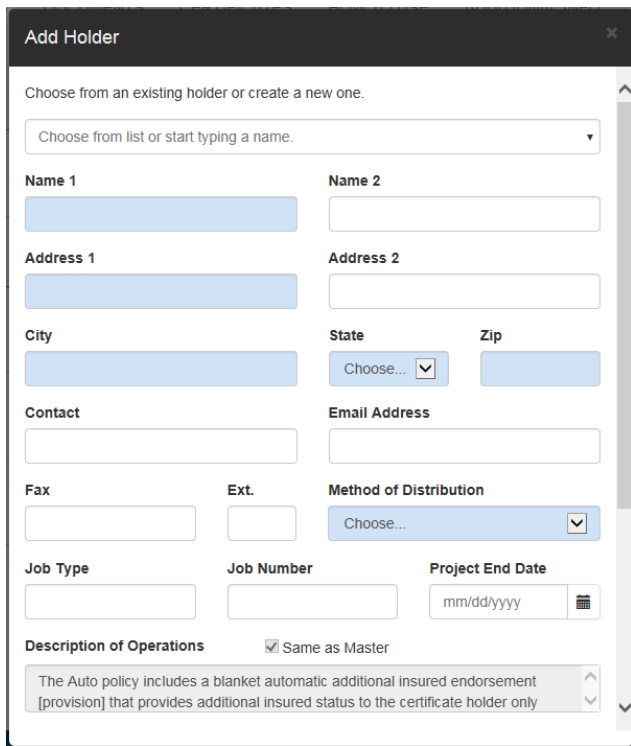
ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD. © 1989-2014 ACORD CORPORATION. All rights reserved.

To Add a Holder:

1. When in side of a specific certificate you will see an **Add Holder** button above the list of current holders. **Note: You can only add a certificate holder to an existing certificate template. No other changes to the certificate are permitted and should not be done to the certificate. All other changes and requests regarding the certificate and/or coverages should be submitted to your account manager to request from the insurance carrier for approval.**



2. When you click into this button the **Add Holder** form will appear for you to fill out the necessary information for adding a holder. Once the form is completed click **Add Holder**. You will now see the holder within the list of holders for that policy.



A screenshot of a 'Add Holder' form. The form is titled 'Add Holder' in a dark header bar. Below the title, there is a dropdown menu with the text 'Choose from list or start typing a name.' and a small downward arrow. The form is organized into several sections with labels and input fields:

- Name 1** and **Name 2**: Two text input fields.
- Address 1** and **Address 2**: Two text input fields.
- City**: A text input field.
- State**: A dropdown menu with 'Choose...' and a downward arrow.
- Zip**: A text input field.
- Contact**: A text input field.
- Email Address**: A text input field.
- Fax**: A text input field.
- Ext.**: A text input field.
- Method of Distribution**: A dropdown menu with 'Choose...' and a downward arrow.
- Job Type**: A text input field.
- Job Number**: A text input field.
- Project End Date**: A date input field with a calendar icon and the format 'mm/dd/yyyy'.
- Description of Operations**: A text area with a checkbox labeled 'Same as Master' which is checked. The text area contains the text: 'The Auto policy includes a blanket automatic additional insured endorsement [provision] that provides additional insured status to the certificate holder only'.

Add Holder

Omaha, TX 55555

Contact **Email Address** myahoo@yahoo.com

Fax **Ext.** **Method of Distribution** Email

Job Type **Job Number** **Project End Date** 12/12/2015

Description of Operations Same as Master
 The Auto policy includes a blanket automatic additional insured endorsement [provision] that provides additional insured status to the certificate holder only

Additional information or Remarks (print to an Acord 101)

Comments for Your Agent (Comments are for your agent only and will not appear on the certificate)

ADD HOLDER

Do not add anything within this area. You can only add a certificate holder to an existing certificate template. No other changes to the certificate are permitted and should not be done to the certificate. All other changes and requests regarding the certificate and/or coverages should be submitted to your account manager to request from the insurance carrier for approval.

You can do this by entering in your request within the 'Comments for your Agents' area

john doe 789 Lane Lane Omaha, TX 55555	ISSUED 9/17/2015	JOB #	DESCRIPTION OF OPERATIONS The Auto policy includes a blanket
Terry Murray 12 STREET Austin, TX 78743	ISSUED 6/30/2015	JOB #	DESCRIPTION OF OPERATIONS The Auto policy includes a blanket