

How to generate a Certificate of Insurance

The fastest way to generate your Certificate of Insurance is now through your online account. Quickly and easily create and access your proof of insurance in **three easy steps**.



1 Select the **Certificates header** then select **Add a Certificate**

A screenshot of the Liberty Mutual online account interface. The main heading is "Certificate of Insurance". To its right is a red-bordered button labeled "Add a Certificate". Further right are navigation links for "Billing", "Policies", "Claims", "Documents", and "Premium Audit". Below the heading is a filter section with a "Filter by" dropdown and an "ALL" button. Underneath are several columns with dropdown arrows: "Type" (with "PolicyNumber" below it), "Policy Effective Date", "Certificate Creation Date", "Certificate Holder", and "View certificate".

2 Select the **Policy and Certificate type** and complete the form.

For Property certificates you will be asked to select the applicable location. You can also add a Certificate Holder if desired. *If you require additional customization please contact your agent.*

A screenshot of a "Create Certificate for" form. It includes a close button (X) in the top right corner. The form contains the following fields: "Policy Number" (a dropdown menu with "- Select policy number -"), "Certificate(s) requested" (a dropdown menu with "- Select certificate type -"), a checked checkbox for "Add certificate holder?", "Certificate holder name" (text input), "Property name (Optional)" (text input), "Street address" (text input), "Extra street address (Optional)" (text input), "City" (text input), "State" (dropdown menu), and "Zip Code" (text input). At the bottom is a grey button labeled "Create Certificate of insurance".

3 Click **Create Certificate of Insurance**.

Note: Your policy must be added to your profile and appear in the drop down to be available for a self-service certificate.

The Certificate of Insurance will automatically open once generated. You can use the options in the upper right corner to **save or print** the COI.

ACORD
CERTIFICATE OF LIABILITY INSURANCE (DATE: MM/DD/YYYY)

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 have ADDITIONAL INSURED provisions or 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 endorsements.

PRODUCER: [Name], [Address], [City], [State], [Zip], [Phone], [Fax]

INSURED: [Name], [Address], [City], [State], [Zip]

COVERAGES: [List of coverages and limits]

CERTIFICATE HOLDER: [Name]

CANCELLATION: [Notice requirements]

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All previously generated Certificates can be found on the **Certificate of Insurance** tab. Select the **Certificate** link to view.

Certificate of Insurance ⊕ Add a Certificate Billing Policies Claims Documents Premium Audit

Filter by: ALL

Type	Policy Effective Date	Certificate Creation Date	Certificate Holder	View certificate
GENERAL LIABILITY BLS92318340	10/20/2021	1/19/2022 6:11 PM EST	None	Certificate of Liability
GENERAL LIABILITY BLS92318340	10/20/2021	1/11/2022 10:51 AM EST	Mike Lang	Certificate of Liability
GENERAL LIABILITY BLS92318340	10/20/2021	1/11/2022 10:50 AM EST	None	Certificate of Liability
GENERAL LIABILITY BLS92318340	10/20/2021	1/11/2022 10:03 AM EST	None	Certificate of Liability
WORKCOMP XWS88595052	1/1/2021	1/27/2023 11:10 AM EST	None	Certificate of Liability
WORKCOMP XWS88595052	1/1/2021	1/27/2023 10:59 AM EST	None	Certificate of Liability
WORKCOMP XWS88595052	1/1/2021	2/7/2022 3:14 PM EST	None	Certificate of Liability
WORKCOMP XWS88595052	1/1/2021	2/7/2022 8:12 AM EST	None	Certificate of Liability
WORKCOMP XWS88595052	1/1/2021	2/4/2022 6:36 PM EST	None	Certificate of Liability
WORKCOMP XWS88595052	1/1/2021	2/4/2022 6:34 PM EST	None	Certificate of Liability

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Frequently Asked Questions

What if a mistake is made entering the certificate holder information?

You can generate a new COI with the correct certificate holder information. Follow the same steps outlined above.

How long will the COI display within the portal?

At this time all generated certificates will appear within the Certificate of Insurance tab, regardless of when they were created.

Why is my Certificate not displaying?

Certificates of Insurance generated by Agents will not appear in online accounts.

Only certificates generated for policies listed within the user's profile will appear in online accounts. If a policy was removed from the user profile, the previously generated certificate will be removed.

Can I delete a COI from my profile?

At this time, all generated certificates will remain in the Certificate of Insurance tab and cannot be deleted.

My certificate holder is requiring additional language on the certificate, how do I add this?

Any requests that require additional language will need to be completed by your independent agent or broker.