



## Online Certificate Request Instructions

(Complimentary service)

Please follow the instructions below. If you have questions, please do not hesitate to contact our office at [CO2.Certificates@usi.com](mailto:CO2.Certificates@usi.com) or 719-228-1070.

1. Collect the name and complete mailing address of the mortgage company, loan or account number, email address and/or fax number of the recipient.
2. Go to [www.cbinsurancecolorado.com](http://www.cbinsurancecolorado.com)
3. Locate **Community Associations Certificates**: Click on **LOGIN** and then **CONTINUE**.
4. In top User ID box, enter: **CBI**  
In Password box, enter: **cert**
5. Click on **Login**.
6. Click on **Insurance Certificates** on the left side, then **Community Association**.
7. Type in all or part of the Association Name in the Association Name search box.
8. Click on **Find**.
9. Click on the correct Association Name.
10. Click on **2020-2021 Certificate** or **2021-2022 Certificate**.
11. In the **Holder Information** section, type in the Full Name, Address, City, State, and Zip Code of the Mortgage Company/Lender, often called a Mortgagee Clause.
12. Please disregard the **Endorsements** and **Certificate Portion** sections.
13. In the **Holder Specific Portion** section below the **Certificate Portion** section, type in the Property Owner Name(s), Property Address, and Loan Number or Account Number.
14. In the Recipient #1 section, type your Message (if any), check Email Current Cert box, and enter the Email Address you wish to have the certificate delivered to.

### ▼ Description of Operations

Certificate Portion	Fidelity Policy Named Insured Includes Property Management Company: Hammersmith Management 23 Inverness Way East, Suite 200 Greenwood Village, CO 80112 COVERAGE: Crime/Fidelity/Employee Dishonesty INSURER: Continental Casualty Company POLICY NUMBER: 618877320 LIMIT: \$500,000 DED: \$1,000 POLICY DATES: 10/19/2019 To 10/19/2020 COVERAGE: Directors & Officers Liability INSURER: Continental Casualty Company POLICY NUMBER: 618877320 LIMIT: \$1,000,000 DED: \$10,000 AGGREGATE: \$1,000,000 POLICY DATES: 10/19/2019 To 10/19/2020
Holder Specific Portion	<div style="border: 1px solid black; padding: 5px;"><p>Borrower: John Doe Property Address: 123 Main Street, <u>Anytown</u>, CO 80123 Loan Number: 123456789</p></div> <p>Lookup Spell Check</p>

15. In the **Send a One Time Confirmation Copy** section, type in your email address to receive a copy of the certificate (remove the default email address which may appear in that section), check the Send Me Confirmation box.
16. Click on **Submit**.
17. You will be automatically directed to a page beginning with, "Thank You [Community Association]! The form has been delivered to the following recipients."
18. Select **Open Certificate** to view the Certificate immediately. Click Open if a dialog box appears at the bottom of the screen.
19. Click on **Logoff** in the top right corner of the page.
20. You will receive an automated email with the information entered online. If you do not receive an email, check your Spam/Junk Mail folder.