

To generate a Certificate of Insurance (COI), users can quickly do so through their online account by following three steps: first, select the "Certificates" header and then click "Add a Certificate"; second, choose the relevant policy and certificate type, completing the required form, including selecting the applicable property location and adding a Certificate Holder if needed; and third, click "Create Certificate of Insurance." It is important to note that the policy must be included in the user's profile for self-service certificate generation. Once generated, the COI will automatically open, allowing users to save or print it using options in the upper right corner. Previously generated certificates can be accessed under the "Certificate of Insurance" tab. If any policies are canceled before their expiration date, notice will be provided according to the policy provisions. The COI serves as a matter of information only and does not confer rights upon the certificate holder, nor does it alter the coverage provided by the underlying policies. If the certificate holder is an additional insured, the relevant policies must include additional insured provisions or endorsements. The certificate does not constitute a contract between the issuing insurer and the certificate holder. For any mistakes in the certificate holder information, users can generate a new COI with the correct details. All generated certificates will remain visible in the portal, but those created by agents will not appear in online accounts. Certificates cannot be deleted from the profile, and any requests for additional language on the certificate must be handled by the user's independent agent or broker. Coverage is provided and underwritten by Liberty Mutual Insurance Company or its affiliates.