

INSTRUCTIONS ON HOW TO USE ***NowCerts*** SELF-SERVE PORTAL

1. Look for email from NowCerts.com notifying you that your company has been registered on self-serve portal. Press the button "Complete Registration".
2. Create a user name and a password for your account.
NOTE: if you forget your user name or password, you can contact us to reset your login credentials.
3. You can now access your account 24/7 at www.NowCerts.com
4. To send a certificate, click on "Send Certificate" in upper right corner of your screen.

Name	DBA	Insured ID	Customer ID	FEIN	Primary Contact	Primary Agent
TEST CORP	n/a	n/a	n/a	n/a	n/a	Maden Hristov

5. Under "Certificate Holder", start typing the name of the broker to which you are going to send the certificate and click on the name when the right broker shows on the list.

Certificate Holder: c.h. [Add New]

E-Mails: C.H. Robinson - 14800 Charlson Rd

Fax: C.H. Robinson Worldwide Inc - 14701 Charlson Road

C.H. Brown Co., LLC - 20 West Frontage Road [Phone Book]

Send copy: Send Copy to Insured E-Mail (@YAHOO.COM) Send CC to Me

NOTE: you may find multiple entries with the same broker's name. When choosing a broker, scroll down to the bottom of the page to verify by the address that you chose the right one.

Send Certificate

General

Certificate Holder: C.H. Robinson - 14800 Charlson Rd [Add New]

E-Mails:

Fax: 312-660-4026 [Phone Book]

Send copy: Send Copy to Insured E-Mail (@YAHOO.COM) Send CC to Me

Additional

E-Mail Subject: Certificate for Insured: TEST CORP, Holder: C.H. Robinson - 14800 Charlson Rd

Email Body Message

Information

C.H. Robinson

Address: 14800 Charlson Rd, Eden Prairie, Minnesota, 55347 [Download]

[Send Certificate] [Cancel]

- If you can't find your broker, you can add a new entry by clicking "Add New" button next to "Certificate Holder" field.

Send Certificate

General

Certificate Holder

E-Mails

Fax

Send copy Send Copy to Insured E-Mail
([redacted]@YAHOO.COM)

Send CC to Me

- Once, you have chosen the right broker, choose the send option by checking the box Email or Fax. If you are using only one option to send, uncheck the 2nd option. If both options are checked, you are assumed to send the certificate both by email and by fax.

Send Certificate

General

Certificate Holder

E-Mails

Fax

Send copy Send Copy to Insured E-Mail
([redacted]@YAHOO.COM)

Send CC to Me

- You can choose to receive a copy of the certificate by checking the boxes "Send Copy to Insured E-Mail" or "Send CC to Me"

Send Certificate

General

Certificate Holder

E-Mails

Fax

Send copy Send Copy to Insured E-Mail
([redacted]@YAHOO.COM)

Send CC to Me

- Click on "Send Certificate" button, bottom left of your screen.

Send Certificate

General

Certificate Holder

E-Mails

Fax

Send copy Send Copy to Insured E-Mail
([redacted]@YAHOO.COM)

Send CC to Me

Additional

E-Mail Subject
Certificate for Insured: 'TEST CORP', Holder: 'C.H. Robinson - 14800 Charlson Rd'

Email Body Message