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.
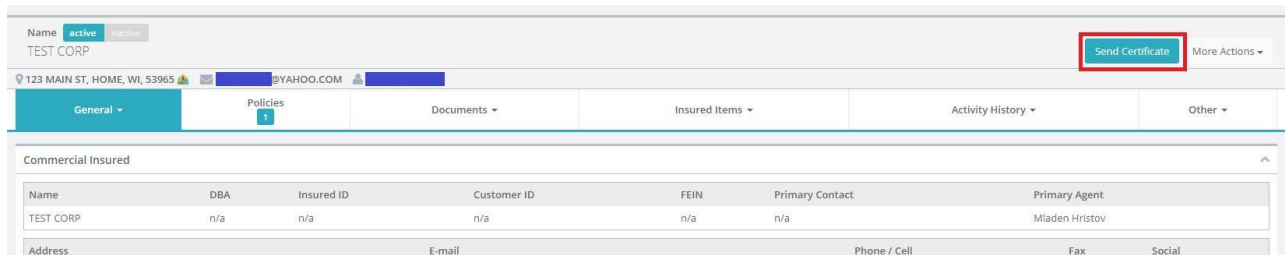
5. Under "Certificate Holder", start typing the name of the broker to which you are going to send the certificate and click on the name when the right broker shows on the list.
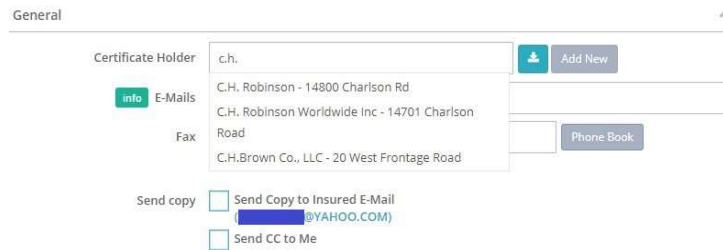
NOTE: you may find multiple entries with the same broker's name. When choosing a broker, scroll down to the bottom of the page to verify by the address that you chose the right one.
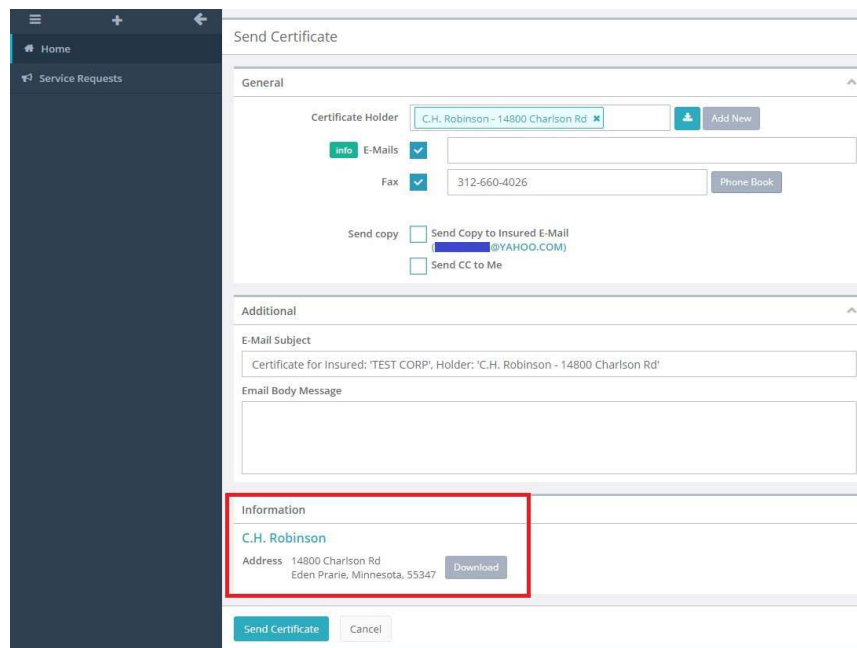
6. If you can't find your broker, you can add a new entry by clicking "Add New" button next to "Certificate Holder" field.

7. 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.

8. 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"

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