

# COI and E-Certs Overview

- Before you use eCertsOnline for the first time you must download and read the user guide. This is the only way you will know what user ID and password to use when logging into the system. [User Guide \(CLICK HERE\)](#)
- You will request all certificates via the Internet through eCertsOnline. eCertsOnline is an Internet based tool that creates, stores, and issues certificates of insurance via e-mail. We are providing this tool to USASA individuals who are responsible for obtaining and delivering certificates of insurance to holders.
- What's a holder you ask? A "holder" is simply the name of the person or company or school district or whomever it is requesting that you provide a certificate or proof of insurance before you use a field or other facility. It's that simple.
- eCertsOnline will let you prepare the document needed to prove that your team or league has insurance coverage while using a facility. You will be filling in online forms with your name, a way to contact you, and the name of the government or company organization whose facility you plan to use.
- You will also be telling eCertsOnline where to e-mail the official copy of the COI which you need.



jsmith@example.com

Password

Log In

Register with your Lenders/Mortgagees code.

Forgot your password?

.info

# Experience more.

A certificate management system like no other.



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[E-Certs \(CLICK HERE\)](#)



# ONLINE PROCESS

- Step 1: Once you are on the form maintenance page, you want to select 'Add Interest.'
- Step 2: This is where you will input the details for the holder. First you want to select which member/state association it is for. Secondly, you will add the holder's name and address. Then on the right side of the screen you can choose how the COI can be delivered, Email/FAX/Print. If you choose the print option, you will have to send the COI manually.
- Step 3: On this step, you have to select how you would like it to be delivered. If you chose email/fax/print on the last step, you could change it specifically for this COI on this page. You can choose to preview the COI before issuing it as well (to make sure everything looks okay) then click issue when you are done.
- Step 4: You can now pull the COI. You can see on the attached Step 4 image; I chose to Print (because I am sending the COI to you) and there were 0 Completed Deliveries (since I printed). You can click the PDF file at the bottom of this page to obtain the COI.



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Search: The United States Adult Soccer Association - Form: ACCORD 25 (03/16) Certificate of Liability - Description: 2425 Master Certificate

### Form: Certificate of Liability: Maintenance

**Form Information:**

Description: 2425 Master Certificate Edit

Referred (Linky ID): Yes

Signature: Gary Paterson

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Client Services (CS): Yes

Approval Mode: No

ACCORD 25 (03/16): 53 Specimen

Modified: 12/20/2024 2:45:00 PM - Heidi Palmer

- Add Interest
- Interest List
- Interest Search
- Preferences
- Renew
- Copy
- List
- Delete

**Description of Operations:**

Enable Entry: default Working

""UCOWM"" ""UCOAB00"" ""UCOAB00"" ""UCOCE"" ""UCOCE"" ""UCOCE""

Is Member, National Leagues, Affiliates, and Leagues and Teams. Certificate holder is Additional Insured as perkins to

sanctioned games/practices of the named insured. The effective date of coverage for the affiliates,

Leagues & Teams shown in the data they were accepted as a member of USGA.

[Instructions](#)

**Default Recipients:** [Attach](#)

Name1	Address 1	City	St.	Zip	Contact	Type	via	Destination	Code

**Attachments:** [Add](#)

	Description

**Endorsements:** [Add Code](#) [Remove](#)

USI

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Search: The United States Adult Soccer Association - Form: ACCORD 25 (03/16) Certificate of Liability - Description: New Jersey / Idaho - 2425 Master Certificate - Interest: Tom Falls Parks & Recreation Dept.

### Issue: ACCORD 25 (03/16) Certificate of Liability: Confirmation

**Delivery Options:**

Number of interest(s) selected: 1

Delivery Method(s):  ▼

Includes Print (No Delivery) Cover Page

- [Print](#)
- [Check Address\(es\)](#)
- [Attach Checklist](#)
- [Cancel](#)

**Subject Line:** Certificate of Liability: The United States Adult Soccer Association - Tom Falls Parks & Recreation

**Cover Page Instructions:**

**Active Menu:**

**Default Recipients:** (to remove recipient(s) place check in box, then click remove)

[Remove](#)

<input type="checkbox"/>	Name	City	St	Contact	Via

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Search: The United States Adult Soccer Association - Form: ACCORD 25 (03/16) Certificate of Liability - Description: 2425 Master Certificate

### Form: ACCORD 25 (03/16) Certificate of Liability: Interest

[Save](#) [Cancel](#)

**Member/State Name:**

**Interest Information:**

Name:  ▼   ▼

Address 1 (PO Box):

Address 2 (Street):

City/State/Zip:

Country:  ▼

Explanation:

Non-Renewable

Date Filter (search interest list by date):

Additional Insured:	Subrogation Waiver:	Excluded Coverage:
<input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Auto Liability <input checked="" type="checkbox"/> Excess Liability <input checked="" type="checkbox"/> Sexual Abuse & Misconduct <input type="checkbox"/> Other 2 <input type="checkbox"/> Other 3	<input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Auto Liability <input checked="" type="checkbox"/> Excess Liability <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Sexual Abuse & Misconduct <input type="checkbox"/> Other 2	<input type="checkbox"/> General Liability <input type="checkbox"/> Auto Liability <input type="checkbox"/> Excess Liability <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Sexual Abuse & Misconduct <input type="checkbox"/> Other 2

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Search: The United States Adult Soccer Association - Form: ACCORD 25 (03/16) Certificate of Liability - Description: New Jersey / Idaho - 2425 Master Certificate - Interest: Tom Falls Parks & Recreation Dept.

### Issue: ACCORD 25 (03/16) Certificate of Liability: Batch Maintenance

**Insurance Summary:**

Batch No.: 14081312 Edit

Batch Description:

Delivery Method: P03 (No Delivery)

Book Order:  ▼

Insured: The United States Adult Soccer Association

Agency Customer ID: Form: ACCORD 25 (03/16) Certificate of Liability

Description: New Jersey / Idaho - 2425 Master Certificate

Type: Insurance

Modified: 5/10/2024 3:02:37 PM - Brandon Mathison

- [Interests \(1\)](#)
- [Deliveries/Cancel Batch](#)
- [Details](#)

**Batch Files:**

Type	Description	Print Order	Interests	FILE	ZIP
Insurance Copy	All COI's Issued	Treatment Name - Carl No.	1	140-41K	125.59K

**Subject Line:**

Certificate of Liability: The United States Adult Soccer Association - Tom Falls Parks & Recreation

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# SPECIAL REQUESTS / ADDITIONAL INSURED

“If the city/municipalities push back on our certificate requiring additional information (More limits, additional language, etc.), what do I do next?”

Please send an email to Amber and she will work with USI to get the COI updated.



# HOW TO CANCEL A COI

- Step 1: Select which holder needs to be cancelled
- Step 2: Click the “Assign” drop down arrow
- Step 3: Select Cancellation
- Step 4: Fill out date of cancellation and reason (example: 06/03/2024 reason: permission to use field not given)
- Step 5: Issue

\*If there are issues cancelling, please let Amber know. She can issue the cancellation of the COI.

