

## *Certificates Online*

### *Proof of Insurance for USMS Teams*

If one of your facilities or locations asks to be added as Additional Insured on your policy, please follow the instructions below.

1. Go to [www.certificatesnow.com](http://www.certificatesnow.com).
2. Enter your User ID & Password

**USER ID:** Your User ID is your two digit LMSC #, a dash, and your three digit club #  
Example: 12-345

**PASSWORD:** MASTERS (IN CAPITAL LETTERS)

If you are unable to login, or if you do not know your User Id please contact Carmen Van Boening at 1-800-777-4930 x 10. You can also send an e-mail to [carmenv@theriskpeople.com](mailto:carmenv@theriskpeople.com) .

3. Click on "Deliver Certificates" in the middle of your screen.
4. Select the "Appropriate year Certificate" and hit **Continue**.
5. Now you can either:
  - a) Select a Recipient and hit "Continue"
  - b) Change a Recipient by clicking on the blue name. The field will open and you can edit the information. Make sure to save the information, select the Holder and hit "Continue"
  - c) Add a new Recipient. Click on "New Recipient", a window opens. Enter Name, Address, City, State, ZIP, Country of the location that asked you for this Certificate. Please choose a delivery method. You have the option to e-mail, fax, US-Mail, or save only. Depending on the method you choose you need to enter the information in the appropriate field. E.g. if you choose e-mail you will need to enter an e-mail address. Click "Save", Select the Recipient and hit "Continue"

*Do not add your own swim club name or any individual person as recipient.  
It has to be the facility or company that asked you for this Certificate and you always need the facilities address, no matter which delivery method you choose.*

6. Review Information and hit continue.
7. Review Delivery Method and hit continue.
8. This is the last screen. Check the box  to send yourself an e-mail of this certificate. It will be sent to the main e-mail address that is registered with US Masters Swimming.
9. Hit Deliver Now.

~~You're done...~~

!!!You will be kicked back to the beginning, this means that your certificate was sent out!!!