

# *Certificates Online*

## *Proof of Insurance for USA Swimming Member Clubs*

### *Requesting Your Additional Insured Endorsement*

Your club's facility/pool might ask you to add them as additional insured to your insurance policy. You (the club) are **responsible for processing these requests** directly over the Internet 24 hours a day, 7 days a week. If you encounter any problems, have any questions or need assistance with your first online request, please call Carmen Van Boening at 1-800-777-4930 x10 with any questions. Make sure that you are online when calling, so we can guide you through the process. *(If you request your certificate directly from Risk Management Services, a \$25.00 service fee may be assessed the club.)*  
So...

**lets get started**

1. Logon to [www.certificatesnow.com](http://www.certificatesnow.com).
2. Enter your **User ID & Password** in CAPITAL LETTERS with no spaces:  
*(the club code is found on your USA Swimming membership renewal application)*

{	<b>USER ID:</b>	<b>2 digit LSC code, a dash (-), plus your club code.</b> (Example: CO-XXXX)
	<b>PASSWORD:</b>	<b>SWIM</b>

3. Click on "**Deliver Certificates**" in the middle of your screen.
4. **Select** the "2008 Swim 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.

**Now**

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 the e-mail address.

**Click "Save", Select the Recipient and hit "Continue"**

*Please do not add your own swim club name or any individual person as recipient.*

*It must be the facility or company that asked you for the 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. For a copy of the Certificates for your files check the box:  
→  Check to send yourself an e-mail of this certificate.  
A copy will be sent to the club's main e-mail address that is registered with USA Swimming.
9. Hit Deliver Now.

**You're done...**

**!!!You will be directed back to the beginning which means that your certificate was sent.**

**The system may take up to 48 hours to deliver the certificate, so plan ahead!!!**