

2004 Certificates Now

Step-by-Step Directions to Certificates of Insurance via the Internet

Welcome to the world of internet Certificates of Insurance for USA Swimming. You are now able to request your Additional Insured Endorsements directly from the Internet and receive them immediately after you have created them, 24 hours a day, 7 days a week. Please call Stacy Allen at 1-800-777-4930 x10 with any questions.

(Swim Club = Insured; Facility, Pool or Location = Certificate Holder and Recipient)

AVOID USING THE BACK BUTTON EXCEPT ON THE LOG OUT SCREEN. "Cancel" acts as the Back Button.

1. Sign onto the Internet and go to: <http://www.certificatesnow.com/>.
2. Login:
USER ID: LSC 2 digit code (all caps), a dash (-), plus your swim club's code (all caps)
(Example - CO-XXXX = Colorado X Team) **PASSWORD:** SWIM (all caps)
3. Select "**Certificates**" on the Navigation bar.
4. Select "**Deliver**" on the Navigation bar.
5. Confirm Insured Name (Swim Club) is correct.
6. Select "**2004 Swim Certificate**" and click "**Continue**".
7. If this is the first time you or anyone from your club has used this online service it will say "**No Records Found**" unless someone from Risk Management Services, Inc. has gone online and entered the information for you.
8. If this is the first time you are requesting a "**Certificate Holder**," or if you are requesting a **new** "**Certificate Holder**," click on "**New Recipient**" and enter the facility/pool/location information in the spaces provided, then select **Save**.
9. If a certificate has been issued online to the "**Certificate Holder**" previously, select from the list of "**Certificate Holders**" and hit "**Continue**". (If your club has never used this website before there will likely be no Certificate Holders on file.)
10. You should see a column that has the name of the facility/pool/location that you have added, select it again and hit "**Continue**".
11. On this page you should see a column that has the "**Certificate Holder**" you've selected and a column underneath that says "**Recipient**." Select "**Add recipients**" and you are going to select the same facility/pool/location you did the first time. And hit "**Continue**".
12. This page you should see a column that says "**Certificate Holder**", with the name of the facility/pool/location that you have selected and it should also have the same facility/pool/location under "**Recipient**". If the information is correct hit "**Continue**".
13. This page you need to select a "**Delivery Method**" for Certificate Holder and each Recipient. Click "**Continue**". (fax, e-mail, US Mail)
14. "**Preview**" - verify Certificate Holder(s), Recipients and Delivery Method(s).
15. If you need to make a correction before delivering the certificates, go to the Navigation Bar and click "**Certificates**" which brings you back to the first page. While you will have to go through steps 3-6 of the process, you do not lose any information.
16. If all is correct, hit "**Deliver Now**".
17. If you are finished, go to "**Logout**".