

# ***Certificates Online***

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

A club's facility or pool might ask you to add them as "Additional Insured" to your policy. You are responsible for processing these requests yourself directly over the Internet 24 hours a day, 7 days a week. Please call 1-800-777-4930 x19 with any questions or for assistance. The charge does not apply to certificates you need which require special wording.

*Note: if your club is new and you are not in the CertificatesNow system, or you have updated the club's information recently, contact Lori Sabato at 1-800-777-4930 X19, email [lori.sabato@theriskpeople.com](mailto:lori.sabato@theriskpeople.com), for assistance in processing your certificate.*

### **To get started:**

1. Go to [www.certificatesnow.com](http://www.certificatesnow.com).
2. Enter YOUR CLUB'S User ID & Password in CAPITAL LETTERS: (*this will be your "2" digit LSC code and "2", "3" or "4" digit Club code that can be found in your USA Swimming membership renewal pack*) Ex: see below...

USER ID:                      Example: CO-XX or VA-XXXX (all caps and the "dash")

PASSWORD:                  SWIM (DO NOT CHANGE THIS PASSWORD)

3. Click on "Deliver Certificates" in the middle of your screen.
4. Select the "2020 USA Swimming Member Club Certificate" and hit Continue.

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

*The certificate must state the facility or facility owner that requested this Certificate. Always enter the facility or facility owner's address, no matter which delivery method you choose.*

5. Now you can either:
  - a) Select a Recipient (Certificate Holder) and hit "Continue". Add New Recipient if none showing.
  - b) Change a Recipient (Certificate Holder) 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"
  - d) Add a new Recipient (Certificate Holder). Click on "New Recipient", a window opens. Enter Name, Address, City, State, ZIP, Country of the location that asked you for this Certificate.

**Next** 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"

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  to send yourself an e-mail of this certificate. A copy will be sent to the main e-mail address that is registered with USA Swimming.
9. Hit "Deliver Now" and **You're done...**

You will be directed back to the beginning; this means that your certificate has been sent. The system may take up to 48 hours to deliver the certificate so plan ahead to allow for this delivery time.