



ReposiTrak Essentials

A Webinar Series for Customers of ReposiTrak

[REPOSITRAK.COM](https://www.repositrak.com)

Today's Presenter:



Monica McCluskey
Sr. Solutions Consultant
Professional Services Team
ReposiTrak

Certificates of Insurance (COI):

Everything you Need (or Want) to Know



Today's Learning Objectives...

Certificates of Insurance | COIs | ACORD

- Why an ACORD form benefits both requestor and provider
- How to find out what coverages are required by your partner BEFORE you upload your COI
- The path a COI takes from upload to compliance
- How additional endorsement requirements are managed
- How umbrella coverage can be used for shortfalls in other coverages



How an ACORD Certificate Plays a Part in Compliance

Why an ACORD Certificate?

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE 03/09/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: My Brokerage 1 Broker Lease
1 Broker Lease
Brokersville CA 12345
My Production Company
100 Kaseerati Avenue
Exterior CA 12354

CONTACT: Mrs. Professional Broker
12345
(818) 555-1212
12345
12345
12345
12345
12345
12345

COVERAGES: CERTIFICATE NUMBER: 14-18 REVISION NUMBER:

NO.	TYPE OF INSURANCE	DESCRIPTION	START DATE	END DATE	LIMITS
A	COMMERCIAL GENERAL LIABILITY	GENERAL LIABILITY CLEARANCE <input checked="" type="checkbox"/> COLLISION	3/8/2014	3/8/2015	1,000,001 10,001 2,000,001 2,000,001 1,000,001
B	COMMERICAL AUTO LIABILITY	GEN ERAL LIABILITY ALL OWNED AUTOS LEASED AUTOS HIREN AUTOS GEN ERAL LIABILITY ALL OWNED AUTOS LEASED AUTOS HIREN AUTOS	3/8/2014	3/8/2015	1,000,001 1,000,001 1,000,001 1,000,001 1,000,001 1,000,001 1,000,001
C	EXCESS LIABILITY	EXCESS LIABILITY ALL OWNED AUTOS LEASED AUTOS HIREN AUTOS	3/8/2014	3/8/2015	1,000,001 1,000,001 1,000,001
D	MISC EQUIPMENT OWNED / RENTED	MISC EQUIPMENT OWNED / RENTED	3/8/2014	3/8/2015	1,000,001

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

CERTIFICATE HOLDER: Digital Film Studios LLC
11800 Sheldon Street, Unit B/C/D
Sun Valley, CA 91352

AUTHORIZED REPRESENTATIVE: Sample Only - Not Valid
Broker: Sam

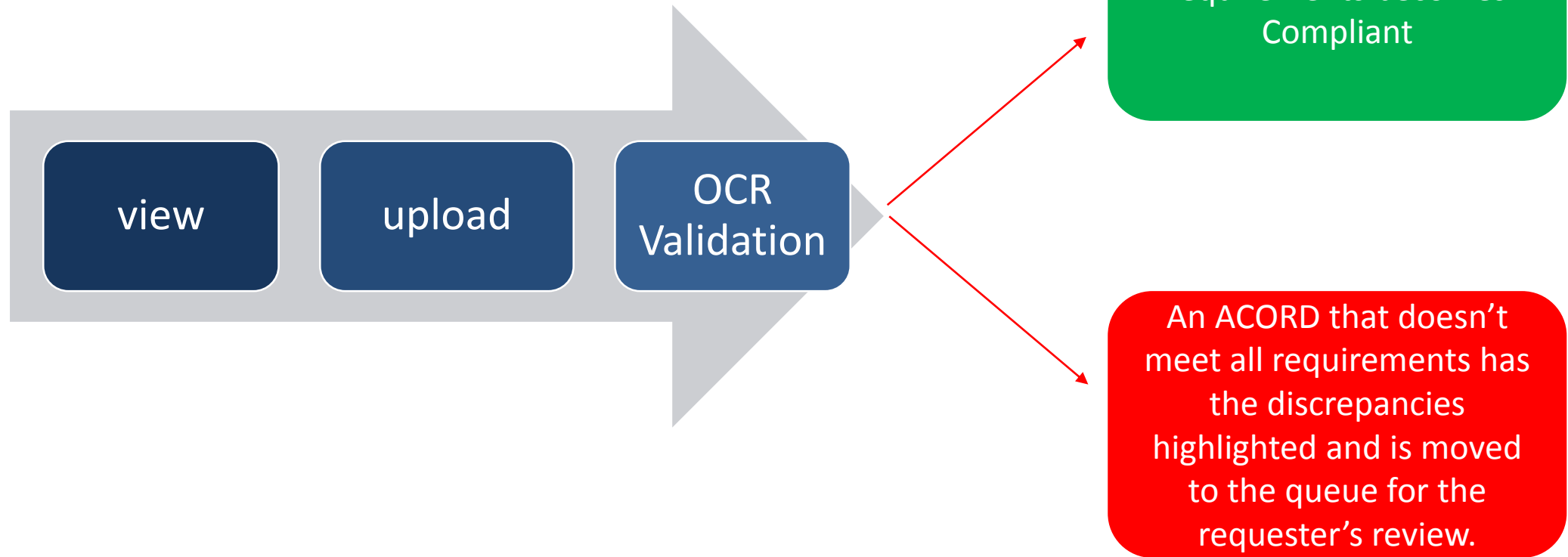
ACORD 25 (2010/09)
© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD certificates are governed by the Association for Cooperative Operations Research and Development, a nonprofit insurance industry organization that provides the standardized forms and certificates used by almost 90% of property and casualty insurance carriers in the U.S.



The Path of a COI (ACORD)

From Upload to Compliance



Supplier Preview to Hub COI/ACORD Requirements

View the Requirements Before Adding Document

The screenshot displays a software interface for managing documents. At the top, a header row shows 'Certificate of Liability Insurance - Partner Spec', 'Missing', and 'N/A'. An 'Action' dropdown menu is open, showing options: 'BECOME COMPLIANT', 'DOCUMENT', and 'HELP'. The 'BECOME COMPLIANT' section includes a red-bordered button 'Add Document for Requester' (labeled 3), 'Revoke Access', 'Add Note', and 'View Notes'. The 'DOCUMENT' section includes 'View Requirements' (labeled 2), 'Why Is It Listed', 'View Contact Info', and 'View Instructions' (labeled 1). A red arrow points from the 'View Requirements' button to a table of requirements. A second red arrow points from the 'View Instructions' button to a 'Document Instructions' pop-up window.

ATTRIBUTE
General Liability - Each
Must be Greater than or Equal to \$1,000,000.
General Liability - Aggregate
Must be Greater than or Equal to \$2,000,000.
Umbrella Liability - Aggregate
Must be Greater than or Equal to 1000000.
Workers Comp
Must be Greater than or Equal to 1000000.

Document Instructions

COI Certificate holder must be listed as:
Requester
123 Main Street
Anywhere, VE 99031

Please find the Document Effective Date as shown below:

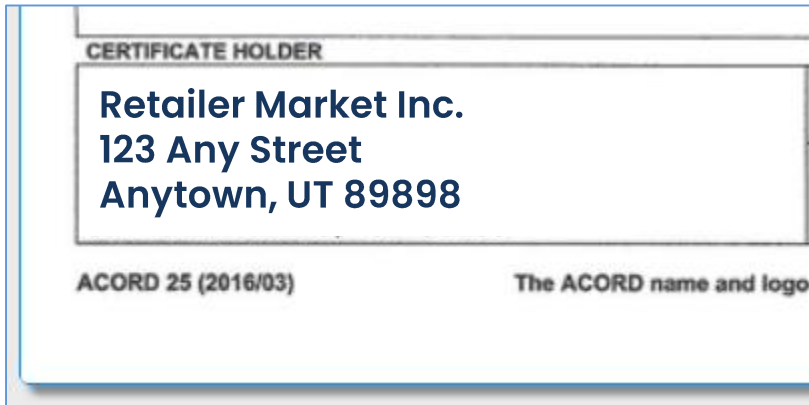
ACORD **CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE PROVIDED BY THE POLICY AND ITS ENDORSEMENTS. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.



Key Word or Phrase Matching

Fewer mismatches



CERTIFICATE HOLDER

Retailer Market Inc.
123 Any Street
Anytown, UT 89898

ACORD 25 (2016/03) The ACORD name and logo

Keywords:

- Retailer Market
- Anytown
- UT

- Using key word or phrase matching reduces mismatches
- Requesters have fewer failed ACORDS to review
- Providers save time, don't have to re-submit



Updates to Additional Requirements

INSR LTR	TYPE OF INSURANCE				ADDL INSD	SUBR WVD	
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					
		<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR				
		GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC			
		OTHER:					
	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY					
		<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				
		<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				
	<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR				
		EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				
		DED	<input checked="" type="checkbox"/> RETENTION \$	0			
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/>			
		If yes, describe under					
		DESCRIPTION OF OPERATIONS below					
		Product Recall Liability					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101)

Now Scanning for TWO ENTRIES per coverage:

- ADDL INSD
- SUBR WVD

Found in columns to the right of these *Type of Insurance* fields:

- Commercial General Liability
- Automobile Liability
- Umbrella Liability
- Workers Compensation (only SUBR WVD)
- Product Recall




Additional Endorsement Requirements

Separate from the COI / ACORD form

- Relates to Coverage Type
- Is not eligible for OCR because they are free-form
- Required additional endorsement documents are separate documents although they support selections in the ACORD

C *T5*04/17/15*TUU0257232-03
0410813 GREAT AMERICAN INSURANCE CO ORIG IMAGE COPY

 Administrative Offices
301 E 4th Street
Cincinnati OH 45202-4201
513 369 5000 ph

GAI 6079
(Ed. 10 98)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED LIMITATION

Section V - DEFINITION F. "Insured," Paragraph 5 is deleted and replaced by the following:

5. Any person or organization, other than the Named Insured, included as an additional "Insured" solely by virtue of an "Insured Contract," and to which coverage is provided by the "underlying insurance," and for no broader coverage than is provided by the "underlying insurance" to such additional "Insured." The Limits of Insurance applicable to the additional "Insured" are the lesser of those specified in the Declarations of this policy or those specified in the "insured contract" less the applicable "underlying insurance." The Limits of Insurance applicable to the additional "Insured" are included within, and not in addition to, the Limits of Insurance shown in the Declarations.

This Endorsement does not change any other provision of the policy.

GAI 6079 (Ed. 10/98) XS

Shortfall Umbrella Coverage as an Option

Covering a shortfall with umbrella coverage

INSR LTR	TYPE OF INSURANCE				ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
B B	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY			Y	Y	900280015 900280014	4/1/2017 4/1/2017	4/1/2018 4/1/2018	EACH OCCURRENCE \$ 1,000,000				
	<input type="checkbox"/>	<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>						OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000			
	<input type="checkbox"/>									MED EXP (Any one person) \$ 5,000				
	<input type="checkbox"/>									PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:									GENERAL AGGREGATE \$ 2,000,000				
	<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/>	PRO-JECT						<input type="checkbox"/>	LOC	PRODUCTS - COMP/OP AGG \$ 2,000,000		
	<input type="checkbox"/>	OTHER:								Products Deductible \$ 250,000/Occ.				
											COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000			
C	AUTOMOBILE LIABILITY				Y	Y	900280011	4/1/2017	4/1/2018	BODILY INJURY (Per person) \$				
	<input checked="" type="checkbox"/>	ANY AUTO								BODILY INJURY (Per accident) \$				
	<input type="checkbox"/>	OWNED AUTOS ONLY	<input type="checkbox"/>	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$				
	<input checked="" type="checkbox"/>	HIRED AUTOS ONLY	<input checked="" type="checkbox"/>	NON-OWNED AUTOS ONLY						\$				
	<input type="checkbox"/>									\$				
E	<input checked="" type="checkbox"/>	UMBRELLA LIAB		<input checked="" type="checkbox"/>	OCCUR	UU05319166218	4/1/2017	4/1/2018	EACH OCCURRENCE \$ 25,000,000					
	<input type="checkbox"/>	EXCESS LIAB		<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE \$					
	<input type="checkbox"/>	DED	<input checked="" type="checkbox"/>	RETENTION \$ 0					\$					
C C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				N/A	Y	900280009 900280010	4/1/2017 4/1/2017	4/1/2018 4/1/2018	<input checked="" type="checkbox"/>	PER STATUTE	<input type="checkbox"/>	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)									<input type="checkbox"/>	Y	E.L. EACH ACCIDENT \$ 1,000,000		
	If yes, describe under DESCRIPTION OF OPERATIONS below									<input type="checkbox"/>	N	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000		
										<input type="checkbox"/>	N/A	E.L. DISEASE - POLICY LIMIT \$ 1,000,000		



Compliance with COIs

Requesters can view data at many levels of detail

Certificate of Liability Insurance

60%

Supplier Details Customer Details

Certificate of Liability Insurance

Compliant
Number of Documents: **171**
Percent of Total: **60%**

Supplier Details

Supplier:

Document Category:

Document: Required Documents Only

Status:

Additional Filters

DOCUMENT	PARTNER	STATUS	EFFECTIVE PERIOD	
Certificate of Liability Insurance	Competitive Treat Maker (118699) (TREAT-100, TREAT - 100a)	Missing	N/A	Action
Certificate of Liability Insurance	Curly Sue Doodle Beds (118658) (TREAT-101)	Missing	N/A	Action
Certificate of Liability Insurance	DMS, Inc. (118742) (DMS-INC)	Missing	N/A	Action
Certificate of Liability Insurance	Faraway Antlers (118677) (TREAT-102)	Missing	N/A	Action
Certificate of Liability Insurance	James Treat's (118738)	Missing	N/A	Action
Certificate of Liability Insurance	Laila's Treats (118404) (TREAT-103)	Expired	08/01/2017 08/01/2018	Action
Certificate of Liability Insurance	Lexi's Treats (118496) (TREAT-104)	Pending Review Initial Review Compliant	03/05/2018 03/05/2019	Action
Certificate of Liability Insurance	Mimi's Treats (118509) (TREAT-105)	Expired	09/01/2016 09/01/2017	Action
Certificate of Liability Insurance	My Treats (118670) (TREAT-106)	Pending Review Initial Review Compliant	03/05/2018 03/05/2019	Action



Reserve your spot now!

Register using the link you'll receive in the follow-up from today's webinar

February 26 E-Sign, Why, How and Which Docs are Ideal?

March 26 Managing Compliance with Distributors & Brokers

April 30 Getting the Most from an Automated Document Review Process

ReposiTrak Essentials

A Webinar Series for Customers of ReposiTrak

Questions? ksickles@repositrak.com

