

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 have any questions or need assistance with your first online request, please call Carmen Van Boening at 1-800-777-4930 x 10 with any questions. Make sure that you are online when calling, so we can guide you through the process.

So...

lets get started

1. Logon to www.certificatesnow.com.
2. Enter your **User ID & Password** in CAPITAL LETTERS/and no spaces:
(the codes are found on your USA Swimming membership renewal application)

USER ID: **2 digit LSC code, a dash (-), plus your club code.**
(Example: **CO-XXXX**)

PASSWORD: **SWIM**

3. Click on "**Deliver Certificates**" in the middle of your screen.
4. **Select** the "2006 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**"
 - d) **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 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!!!