



Certificate of Insurance

Manage and track insurance requirements, expirations and compliance for Tenants, Vendors & Contractors for one or more properties. Scan and import ACORD forms to streamline data entry, auto populate key fields within the application.

NEW QUICK SCAN FEATURE

Use the COI Quick Scan feature to save time. Upload ACORD forms and automatically populate the system's fields, reducing manual data entry.

AT-A-GLANCE STATUS DISPLAY

Instantly identify compliant, non-compliant, and expired certificates. Take action to update certificates or send notifications via the quick access menu.

ENSURE COMPLIANCE

View the status of all certificates at-a-glance. Ability for Tenants, Vendors & Contractors to enter information and upload certificates online.

NOTIFICATIONS

Automate email reminders for expiration and non-compliance, and send additional correspondence with a single click.

At-a-Glance Color Coded Status - Quick Access Menu

ID	Status	Insured Company	Building	Contact	Type	Nearest Expiration	General Liability Expiration
195183	Expired	Be Yoga	JBP Properties	Cheryl Siebert	Vendor/Contractor	August 29, 2024	August 29, 2024
199081	Compliant	ETS	JBP Properties	Max von Roth	Tenant	December 31, 2025	December 31, 2025
199083	Compliant	Electronic Tenant Solutions	JBP Properties	Amy Fawcett	Tenant	May 31, 2025	May 31, 2025
199200	Compliant	Electronic Tenant Solutions	JBP Properties	Amy Fawcett	Tenant	May 30, 2025	May 30, 2025
199201	Non-Compliant	Stefan's Sailing	JBP Properties	Cheryl	Vendor/Contractor	December 15, 2025	December 15, 2025
199202	Expired	Bear Lawns	JBP Properties		Tenant	January 30, 2025	January 30, 2025
	Compliant	All Bright Window Cleaning	JBP Properties		Approved Contractor	August 4, 2025	August 4, 2025
	Waived	All Bright Window Cleaning	JBP Properties		Approved Contractor	August 5, 2025	August 5, 2025
	Non-Compliant	All Bright Window Cleaning	JBP Properties		Approved Contractor	No Dates	
	Waived	Bear Lawns	JBP Properties	Mr. Bear		August 4, 2025	August 4, 2025

Import & Approve Forms - Eliminate Manual Data Entry

Certificate Details

This certificate needs to be reviewed. After a certificate is approved, compliance will be automatically checked. You can also review any issues below before approving the certificate.

Import Documents

Drag and drop or [Click Here](#) to choose pdf documents

Accepted file type: PDF. Maximum file size: 5MB.

Alliance.pdf

ACORD 25 2016 Create New Company

Tenant General Building Limit

Expiration Summary - Email Notification Log

EXPIRED																													
Edit	Delete	Notify	ID	Expiration Date	Building	Company	Insured Is	Contact	Policy																				
			147124	February 18, 2020	JBP Properties	Hair																							
			129147	September 5, 2019	JBP Properties	Ek																							
<div style="background-color: #e0ffe0; padding: 5px;"> <p>EXPIRES WITHIN NEXT 15 DAYS: Between March 20, 2020</p> <table border="1"> <thead> <tr> <th colspan="4">EMAIL LOG</th> </tr> <tr> <th>Cert ID</th> <th>Sent</th> <th>Subject</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>148099</td> <td>March 12, 2020</td> <td>Certificate of Insurance Submitted - ID: 148099</td> <td>Admin Contacts</td> </tr> <tr> <td>148099</td> <td>March 12, 2020</td> <td>Certificate of Insurance Approved</td> <td>mollie.shiple@electronictenant.com</td> </tr> <tr> <td>147460</td> <td>February 26, 2020</td> <td>Certificate of Insurance Submitted - ID: 147460</td> <td>Admin Contacts</td> </tr> </tbody> </table> </div>										EMAIL LOG				Cert ID	Sent	Subject	To	148099	March 12, 2020	Certificate of Insurance Submitted - ID: 148099	Admin Contacts	148099	March 12, 2020	Certificate of Insurance Approved	mollie.shiple@electronictenant.com	147460	February 26, 2020	Certificate of Insurance Submitted - ID: 147460	Admin Contacts
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			148291	March 24, 2020	JBP Pr																								
			121342	March 31, 2020	JBP Properties	Buzz Coffee		Tenant																					