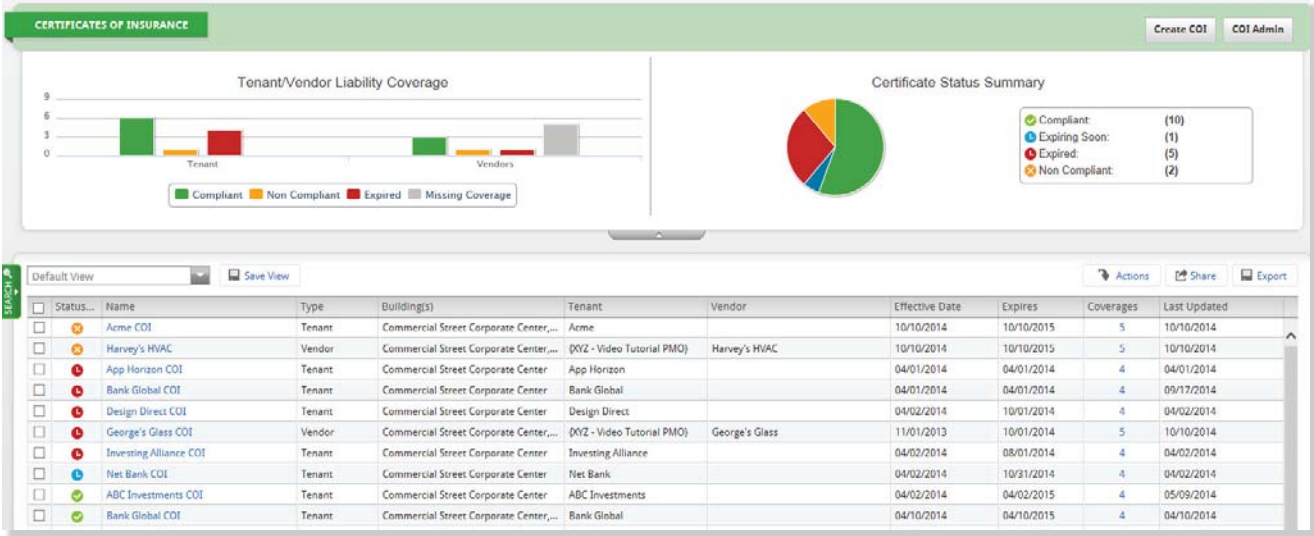




Certificates of Insurance

Certificate of Insurance (COI) tracking is a vital risk-management activity, yet many organizations needlessly expose themselves and their insurer to potential liability because of inefficient and paper-based processes.



Building Engines Certificate of Insurance (COI) moves all your COIs into a single, online database and automates the entire process through proactive alerts and expiration notifications. With Building Engines COI you have complete, point-in-time visibility into the COI status of every tenant and vendor on your property, ultimately reducing incurred losses and insurance premiums.

Set Up & Create COIs

Form Fields: Name (George's Glass COI), Select Type (Vendor), First Building (Commercial Street Corporate Center), Additional Buildings (Clear Field Commons, Inland Mall, Park Facility), Vendor (George's Glass), File (Add Another File), Internal Notes.

Coverage Components Table:

Type / Insurer	Dates	Amount	Additional Information
General Liability	Effective Date: 11/01/2013, End Date: 10/01/2014	\$1,000,000	Policy Num: 1342945, Appr. Inc: [dropdown], Subsignature Insest
Automobile Liability	Effective Date: 11/01/2013, End Date: 10/01/2014	\$1,000,000	Policy Num: 0431125, Appr. Inc: [dropdown], Subsignature Insest
Garage Liability	Effective Date: 11/01/2013, End Date: 10/01/2014	\$1,000,000	Policy Num: 0655412, Appr. Inc: [dropdown], Subsignature Insest
Excess Liability	Effective Date: 11/01/2013, End Date: 10/01/2014	\$1,000,000	Policy Num: 09544251, Appr. Inc: [dropdown], Subsignature Insest

System rules validate that COI meet your requirements.

- ▶ Create new certificate records for tenants and vendors in minutes and easily add, edit & delete coverage components and amounts.
- ▶ Set rules to automatically validate adequate COI coverage.
- ▶ Create simple approval processes for all COIs or for exceptions.
- ▶ Attach scanned COI's, documents and input notes to tenant and vendor records.
- ▶ Assign certificates to multiple buildings.
- ▶ Easily see an insurer's Best's Credit Rating™ when adding a COI and add minimum ratings to your building's compliance requirements to automatically mark certificates from poorly rated companies as non-compliant.*

*Available at no additional charge through June 30, 2015.
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Certificates of Insurance

Building Engines

COI Expiration Notice

The following coverages will expire for App Horizon in Commercial Street Corporate Center on the indicated dates:

Name	Expiration Date	Amount
Excess Liability - Aggregate	04/01/2014	\$1,000,000.00
Excess Liability - Each Occurrence	04/01/2014	\$1,000,000.00
General Liability - General Aggregate	04/01/2014	\$2,000,000.00
General Liability - Each Occurrence	04/01/2014	\$1,000,000.00

Have a new Certificate of Insurance? Use the following link to upload your renewal documents to Building Engines.

[UPLOAD DOCUMENT](#)

COI UPLOAD

Select your COI renewal documents and press **UPLOAD**. Documents uploaded here will be sent to Property Management to process your renewal.

File: No file selected.

[Add Another](#)

Monitor

- ▶ Easily view certificates that are compliant, non-compliant, expired and missing with the At-A-Glance COI Dashboard.
- ▶ Monitor COI status in an individual location or across a portfolio and view a complete history of any COI for tenants and vendors.
- ▶ Elect to automatically close COIs on expiration.

Did You Know?

You can reduce the overall administrative time spent managing the Certificate of Insurance process by 75% through the power of automation.

Notifications & Alerts

- ▶ Set up automatic reminders with customizable limit thresholds for certificate renewal.
- ▶ Automatically notify tenants, vendors and insurance representatives prior to expiration and allow them to upload copies of the COI themselves.
- ▶ Apply reminders to an individual COI, or across all buildings.
- ▶ Receive system warnings when assigning work to tenants or vendors with expired COIs.

Administration

COI Notifications

Select when you would like to send COI expiration notices and who should receive them. Expiration notices will automatically include detailed information about the expiring components, but you may customize any additional text that should be included.

Building: **Commercial Street Corporate**

Send Notification X days before expiration

10 Days

Notify:

Group: **COI Administ** [Edit Group](#)

Vendor

Tenant

30 Days

Notify:

Group: **(None)**

Vendor

Tenant

60 Days

Manage Tenant/Vendor COI Contacts

[Edit Group](#)

Subject*

Upcoming COI Expiration

Message:

The following coverages will expire on the indicated dates:

Name	End Date	Amount
Example Name	01/01/2020	\$1,000,000
Expiring Name	01/01/2010	\$1,000,000

Additional Message

For a Demonstration of Building Engines' COI, call and ask for sales at 866.301.5300