



## eCerts for AYSO Made Simple – *the quick version!*

1. Go to [www.AYSOVolunteers.org](http://www.AYSOVolunteers.org)
2. In the **Search bar** type in Certificates of Insurance and click Search. On the next screen, click on **Read More** under the 2<sup>nd</sup> item – Certificates of Insurance.
3. **You must follow Steps 1 & 2 in order.**
4. **Step 1 – Read these instructions –**
  - a) Your username is **(your region#)@ayso.org**. **Sample: 111@ayso.org**
  - b) The password is **nagm2004**. Use lower case.
5. **Step 2 -** Now click on [eCertsOnline](#) link and you will be redirected to their login screen.
6. Below the "Welcome Region \*\*\*\*" you will find the Master Certificate for the current year listed. *In some cases the current and the next policy year Master Certificate will be available.*
7. To the far right of the desired certificate **Master Certificate** you will click on **Add** (if new) or **List** if it was issued last year.
8. **Note:** *On this same screen you will see a list of your previously issued certificates. You can click on these links and then refer to # 14 below.*
9. If you clicked
  - a) **Add** - right side of screen; follow **#’s 10 – 11 and 15 – 17**.
  - b) **List** - previously issued certificate; follow **#’s 13 - 17**.
10. **Note: Interest Name is the owner of the property!**
11. **CREATING A NEW INTEREST:**
  - a) Your Region Number will auto-fill at the top of the screen.
  - b) **Interest Information:** Fill in the blanks with (owner’s) name and address.
  - c) Choose delivery methods (select email or fax from the drop down menus, and type in the email or fax number where requested.)
  - d) Do not check Additional Insured or Subrogation Waiver **unless directed by a contract**.
  - e) **Description of Operations:** may add specific information about event.
  - f) **Customer Specific box:** Type in your **4 digit Region number** in the indicated box. You will not be allowed to Save and Exit without entering this information. (Example: 0111 for Region 111)
  - g) Click SAVE, and you will be at the Maintenance screen.
  - h) Your certificate automatically has the Additional Insurance Endorsement attached.
12. **Additional Insured (Endorsement) (if required & not attached):** If working with a previously issued certificate look below the **Interest Information** to "**Attached Endorsements**" and confirm our standard endorsement is attached. If not, find and click the blue "ATTACH" link to the right side of the screen. *You may need to scroll down.*
  - a) Select – AI – Automatic Status When Required.... **WCG 20 600**.
  - b) Click on ATTACH ENDORSEMENT.
  - c) Do not use any of the other endorsements unless instructed.
13. **Addendums – Do Not Use.**
14. **TO RENEW A CERTIFICATE:**
  - a) Click on the underlined name interest name and enter the Maintenance screen.
  - b) Click on the Edit button, right corner in the Interest Information box.
  - c) Verify all the information on this screen, including email addresses.
  - d) Check the Additional Insured box if it is requested.
  - e) Bottom of page: Type in your **4 digit Region number** in the indicated box. You will not be allowed to Save and Exit without entering this information. (Example: 0111 for Region 111)
  - f) Click "SAVE" just above the Interest Information box.
15. You are now once again back at the maintenance screen and can attach the **endorsement page (additional insured) if not already attached** OR issue the certificate by clicking on "**Preview/Issue**" to the right side of the Interest Information.
16. On the next page, click "**ISSUE**" once again. Use "**Subject line**" or "**Cover Page Instructions**" if you wish.
17. When the certificate is issued, you should click on "**RETURN**", right hand side under how many COIs were issued.
18. You are back at the Maintenance screen. If you need to issue another certificate, click on Add or List.
19. If you don’t need to issue another COI, click LOGOUT, upper right hand corner.
20. If you have any questions, please call 800-872-2976 ext. 7961 or email [ecerts@ayso.org](mailto:ecerts@ayso.org).