

Getting to the Website:

1. Go to eCerts Online at www.eCertsonline.com and type in your username and password
2. First time user? Contact Cal South at (714) 778-2972 for login info
3. Below the "Welcome ****" you will find the Master Certificate for the current year listed.
 - a) *In some cases the current and the next policy year Master Certificate will be available.*
4. Also on the Home screen is a list of your last 10 accessed certificates. To view **all** previously issued certificates, you must click "**List**" under "Interest".
5. On your Home screen in the eCerts program, you will see three sections:

A Search:

B 1 Form(s) Found.

Description	Form	Number	Instructions	Mode	Interest
2018-2019 League Liability	Certificate of Liability	ACORD 25 (03/16)			Add List Search

C Last Accessed: 10 20 30 40 50 75 100

Interest	Form	Description	Date
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The letters A, B, and C are not on the website. These are for illustration purposes, only.

A - To search for a previously issued certificate by Interest Name or Certificate Number

B - To issue a new Certificate of Insurance (**Add**), reissue a certificate from last year (**List**), or search for an archived certificate (**Search**). *If you do not see the Interest you want, try sorting by "All"*

C – List of last accessed certificates

6. If you click **Add** on the right side of the screen, follow **steps 8-11 and 20-23**.
7. If you click **List or Search** – previously issued certificate, follow **steps 12-23**.

8. ADDING A NEW INTEREST:

9. Click on the "**Add**" link to issue a new certificate.
 - *Interest information is the name and mailing address of the owner of the property!*
10. Interest Information: Fill in the blanks with (owner's) name and address
11. Choose delivery methods (select email or fax from the drop down menus, and type in the email or fax number where requested)

12. RENEWING A CERTIFICATE:

13. Click on the underlined Interest name and you will enter the Maintenance screen
14. Click on the Edit button in the right corner of the Interest Information box
15. Verify all of the Interest information, including email addresses
16. Do not check Subrogation Waiver unless directed by a written contract.
 - *If this is required by written contract, see **Step 20 Endorsements** below!*
17. Description of Operations: **To fill in any details, contact Cal South for assistance.**
18. Customer Specific box: Type in your League number in the indicated box. You will not be allowed to Save and Exit without entering this information. (Example: 0111)
 - *You must enter your League # and the Facility Name and Address for which the certificate is being issued*
19. Click **SAVE** and you will be at the Maintenance screen

Cal South – eCerts Online Made Simple!

20. ENDORSEMENTS:

- a. Your certificate automatically has the Additional Insured Endorsement ECG 20 600 attached
- b. Field owners may require specific endorsements in written contracts
- c. **If you are required by written contract**, you may put a Primary Non Contributory and/or Waiver of Subrogation Endorsement on the certificate. Click “**Attach**” to the right of Endorsements toward the bottom right of the screen. Put a check in the box of each endorsement needed and click on “**Attach**”
- d. **If a written contract requires any of the following endorsements, you must provide Cal South a copy of the contract AND request an Admin at Cal South to issue the certificate / endorsements!**
 - i. Additional Insured Endorsement – Designated Person or Organization CG2026
 - ii. Additional Insured Endorsement – State or Governmental Agency CG2012
 - iii. Notice of Cancellation ECG00563

21. Click on “**Preview/Issue**” to the right side of the Interest Information, then click “**Preview**”. **This creates a pdf preview that you should review for accuracy.**

- To **revise** cert, click “**Return**” then click “**Cancel**” to go back into cert and make changes.
- To **proceed and issue** the cert, click “**Return**” then click “**Issue**”. You can update "Subject line" or "Cover Page Instructions" if you wish. You may save a copy of the certificate for your records. When you issue the certificate it will be sent via your chosen Delivery Method.

22. When the certificate is issued, you should click on “**RETURN.**”

23. Field owners may require special wording in written contracts. If written contracts require special wording, you must contact Cal South for additional help.

PLEASE ALLOW FOR ADDITIONAL PROCESSING TIME IF YOU NEED SPECIAL ENDORSEMENTS AND/OR WORDING!

If you have any questions or need additional help, please call Cal South at (714) 778-2972.