USI

PROTECT. MANAGE. GROW.

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HOW TO PROCESS CERTIFICATES IN CYBERSURE

1. Go to certificate webpage:

   https://www.cybersure.com/cybersure/forms/cococert/cocoissuecert.aspx

2. Use login name and password provided to enter system. (Enter login and password <u>exactly</u> as shown below)

   Client Code: JONATCOV

   Password: u8Gt!tAM

3. Choose the location you need to show proof of coverage for (some properties have multiple buildings and/or addresses). If you want coverage for all locations, **<u>Select All</u>**

4. **Please fill out the following sections**. Enter the bank/mortgage information. The following section will be to enter the home owner/buyer information (i.e. buyer/owners name, property address, loan# etc.)

5. You may fax or email the certificate. Enter the information accordingly. Enter a "Contact Name" and check the delivery option preferred. . **Click "Submit"**

6. The popup page will now reload with an image of your certificate. <u>Here you may print, save certificate if necessary.</u>

7. Click "**Next**" to issue another certificate or "**Close**," to close the window.

If you have any questions, or encounter any problems while trying to obtain a certificate, you may contact our Certificate Department at (305) 443-4886 for assistance. You may also contact us via email at miagcerts@usi.com or via fax at (610) 537-2273.