

## *2017 Certificates Online*

### *Additional Insured Certificates for USA Swimming Member Clubs*

A location your club is swimming at might ask you to be added as Additional Insured to your policy. You are **responsible for processing these requests yourself** directly over the Internet 24 hours a day, 7 days a week. Please call 1-800-777-4930 # 10 or 13 with any questions or for assistance. **DO NOT CONTACT CERTIFICATESNOW DIRECT**, they will not be able to assist you. **Please note, unless there are special requirements or additional wording for the certificate, there is a \$25.00 charge for any certificates processed by Risk Management Services, Inc.**

1. Go to [www.certificatesnow.com](http://www.certificatesnow.com).
2. Enter your **User ID & Password** in CAPITAL LETTERS:  
*(the codes are in your USA Swimming membership renewal pack)*

**USER ID:**                    2 digit LSC code, a dash (-), plus your 2 to 4 digit club code.  
(Example: CO-XXXX)

**PASSWORD:**                SWIM **(DO NOT CHANGE THIS PASSWORD)**

3. Click on “**Deliver Certificates**” in the middle of your screen.
4. **Select** the “2017 USA Swimming Certificate” and hit **Continue**.

*Please do not add your own **SWIM CLUB NAME** or **ANY INDIVIDUAL PERSON** as recipient. It has to be the facility or facility owner that asked you for this Certificate and you always need the facility or facility owner’s address, no matter which delivery method you choose.*

5. Now you can either:

**a) Select a Recipient (Certificate Holder)** and hit “**Continue**”. Add New Recipient if non showing.

**b) Change a Recipient (Certificate Holder)** by clicking on the blue name. The field will open and you can edit the information. Make sure to **save** the information, **select** the Holder and hit “**Continue**”

**d) Add a new Recipient (Certificate Holder)**. Click on “**New Recipient**”, a window opens. Enter **Name, Address, City, State, ZIP, Country** of the location that asked you for this Certificate.

choose a delivery method. You have the option to e-mail, fax, US-Mail, or save only. Depending on the method you choose you need to enter the information in the appropriate field. E.g. if you choose e-mail you will need to enter the e-mail address.

**Click “Save”, Select the Recipient and hit “Continue”**

6. Review Information and hit continue.
7. Review Delivery Method and hit continue.
8. This is the last screen. For a copy of the Certificates for your files check the box:

  Check to send yourself an e-mail of this certificate.

A copy will be sent to the main e-mail address that is registered with USA Swimming.

9. Hit Deliver Now.

You will be kicked back to the beginning; this means that your certificate was sent out.  
The system may take up to 48 hours to deliver the certificate.