

## *Certificates Online*

### *Proof of Insurance 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. **Please note, unless there are special requirements for the certificate, there is a \$25.00 charge for any certificates processed by Risk Management Services, Inc.**

**As of 1/1/2011, USA Swimming will provide reduced limits of coverage for its member clubs. The limits were \$2,000,000 Occurrence/\$4,000,000 General Aggregate. The new limits are \$1,000,000 Occurrence/\$2,000,000 General Aggregate. If your facility requires limits greater than the \$1,000,000/\$2,000,000, please email written proof of the requirement from the facility to Risk Management Services, Inc. The proof should be emailed to either one of the following individuals via email – Kim Tate, [ktate@theriskpeople.com](mailto:ktate@theriskpeople.com), or Debbie Williams, [dwilliams@theriskpeople.com](mailto:dwilliams@theriskpeople.com). Upon receipt of the written proof, we will issue the certificate(s) requested with the appropriate limits up to \$5,000,000 per occurrence.**

**lets get started**

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:**

3. **PASSWORD:**
- 4.
5. Click on “**Deliver Certificates**” in the middle of your screen.
6. **Select** the “2012 USA Swimming Member Club 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.*

7. 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.

**NOW**

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”**

8. Review Information and hit continue.
9. Review Delivery Method and hit continue.
10. 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.
11. Hit Deliver Now.

You're done...

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.