

## 2005 Certificates Now U.S.A. Swimming Certificates of Insurance via the Internet

Welcome to the world of Internet Certificates of Insurance for U.S.A. Swimming. You are now able to request your Certificates of Insurance directly from the Internet and receive them immediately after you have created them, 24 hours a day, 7 days a week. Please call Stacy Allen at 1-800-777-4930 # 10 with any questions.

*(Swim Club = Insured, Facility, Pool or Location = Certificate Holder and Recipient)*

**AVOID USING THE BACK BUTTON EXCEPT ON THE LOG OUT SCREEN. "Cancel" acts as the Back Button.**

1. Sign onto the Internet and go to: **www.certificatesnow.com**.
2. Login:  
**USER ID:** LSC 2 digit code (all caps), a **dash (-)**, plus swim club's 4 digit code (all caps) (Example - **CO-XXXX** = Colorado X Team)  
**PASSWORD:** SWIM (all caps)
3. Confirm Insured Name (Swim Club) is correct.
4. Select "**Certificates**" on the Navigation bar.
5. Select "**Deliver**" on the Navigation bar..
6. Select "**2005 Swim Certificate**" and click "**Continue**".
7. **IF THIS IS THE FIRST TIME, YOU OR ANYONE FROM YOUR CLUB HAS USED THIS ONLINE SERVICE; IT WILL SAY, "NO RECORDS FOUND," UNLESS SOMEONE FROM YOUR SWIM CLUB OR IF SOMEONE FROM RISK MANAGEMENT SERVICES, INC., HAS GONE ONLINE AND ENTER THE INFORMATION FOR YOU.**
8. **PLEASE DO NOT ADD YOURSELF OR ANY INDIVIDUAL PERSON AS THE CERTIFICATE HOLDER OR RECIPIENT; IT SHOULD BE A FACILITY NAME OR AN ACTUAL COMPANY.**
9. **If this is the first time you are requesting a "Certificate Holder", or if you are requesting a new "Certificate Holder", click on "New Recipient", and put the facility/pool/location information in the spaces provided, then select save.**
10. **Just a reminder that if you want an emailed copy sent to you directly, you must include your email address in the column marked email when you are putting in new facility/pool/locations.**
11. If a certificate has been issued, online, to the "**Certificate Holder**" previously, please select from the list of "**Certificate Holders**" and hit "**Continue**". (If you or anyone from your club has never been to this website there will most likely be no **Certificate Holders** yet.)
12. You should see a column that has the name of the facility/pool/location that you have added, select it again and hit "**Continue**".
13. On this page you should see a column that has the "**Certificate Holder**" you've selected and a column underneath that says "**Recipient.**" Select "**Add recipients**" and you are going to select the same facility/pool/location you just select as the certificate holder the first time. And hit "**Continue**".
14. This page you should have a column that says "**Certificate Holder**", with the name of the facility/pool/location that you have selected and it should also have the same facility/pool/location under "**Recipient**". If the information is correct hit "**Continue.**"
15. This page you need to select a "**Delivery Method**" for Certificate Holder and each Recipient. Click "**Continue**". (Fax, Email, US Mail)
16. "**Preview**" - verify Certificate Holder(s), Recipients and Delivery Method(s).
17. If you need to make a correction before delivering the certificates, go to the Navigation Bar and click "**Certificates**" which brings you back to the first page. While you will have to go through steps 3-6 of the process, you do not lose any information.
18. If all is correct, hit "**Deliver Now**".
19. If you are finished, go to "**Logout**".