

Certificates Online Proof of Insurance for USMS 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 Risk Management Services, Inc. at 1-800-777-4930 #10 or #13 with any questions or for assistance.

lets get started

1. Go to www.certificatesnow.com.
2. Enter your User ID & Password in Numbers or CAPITAL LETTERS:

USER ID: Local Master Swimming Committee 2 digit Code and 3 or 4 letter club code/abbreviation. If the letter club code doesn't work, please try the club number (XX-XXXX).

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

NOTE: If you are a practice/workout group, you will need to call our office for a club code.


3. Click on "**Deliver Certificates**" in the middle of your screen.
4. **Select** the "2012 Swim Certificate" and hit **Continue**.
5. Now you can either:
 - a) **Select a Recipient (Certificate Holder)** and hit "**Continue**". Add New Recipient if none 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**"
 - c) **Add a new Recipient (Certificate Holder)**. Click on "**New Recipient**", a window opens. Enter **Name, Address, City, State, ZIP and 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"

Please do not add your own master club name or any individual person as recipient. It has to be the facility or company that asked you for this Certificate and you always need the facilities address, no matter which delivery method you choose.

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'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.