

## *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 1-800-777-4930 # 10 or 13 with any questions or for assistance.

**lets get started**

1. Go to [www.certificatesnow.com](http://www.certificatesnow.com).

2. Enter your **User ID & Password** in **CAPITAL LETTERS**:

**USER ID:** LMSC 2 DIGIT CODE AND 3 or 4 LETTER CLUB CODE (XX-XXXX). If the letter club code doesn't work, please try the club number.

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

3. Click on "Deliver Certificates" in the middle of your screen.

4. Select the "2010 Swim Certificate" and hit **Continue**.

5. Now you can either:

a) Select a **Recipient (Certificate Holder)** by clicking button to the left of recipient's name and hit "Continue". Add New Recipient if none showing.

b) 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. You may also put in the email address or fax of the recipient to send a certificate directly to them.

c) **Change a Recipient (Certificate Holder)** by putting the cursor over the recipients name and clicking on the name. The field will open and you can edit the information. Make sure to **save** the information, **select** the Holder and hit "Continue"

**Now**

Choose a delivery method by clicking on the drop down box to the right. You will 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.

Click "Save", Select the Recipient and hit "Continue"

***Please do not add your own swim club name you are already programmed in the system. Also do not enter 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. Please note you can only process 1 certificate at a time.

**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.