

## Find Your Client's Insurance Requirements

From the Eved home page, click **Sourcing > My Clients**. Select your client and click **View** under **View Details**.

You have 4 Clients (viewing all)

Client Name (ID#)	View Details	Invitation Status	Insurance Status	T&C Status	Expiration Date	Yearly Fee
<b>DMC Chicago</b> (1113) United States, Chicago, Food & Beverage, Decor, Ente...	<a href="#">View</a>	Pending	Insufficient	Pending	Does not expire	\$0.00
<b>DMC Plus</b> (1308) United States, atlanta, Decor, Destination Managemen...	<a href="#">View</a>	Pending	N/A	N/A	Does not expire	\$0.00
<b>Metro DMC</b> (1314) United States, Chicago, Destination Management Compa...	<a href="#">View</a>	Accepted	Insufficient	Accepted	Does not expire	\$0.00
<b>Ten6 Agency</b> (1407) United States, Chicago, Food & Beverage, Decor, Ente...	<a href="#">View</a>	Accepted	N/A	Accepted	Does not expire	\$0.00

View per page: 10

Click on **Insurance Coverage** under **Actions**. This will open a new window to view insurance requirements and your current coverage with this client.

### Actions

- [View Profile](#)
- [View History](#)
- [Insurance Coverage](#) ←
- [Accept Invitation](#)

### Insurance Coverage

**E-mail Insurance Information**  
Enter the e-mail address of each person you'd like to send these requirements to. Separate each e-mail address with a semi-colon.

**E-mail Insurance Information**

**Insurance Coverage**  
Your insurance coverage does not meet Metro DMC's minimum required coverage.

Insurance Category	Insurance Type	Required Minimum	Vendor Coverage	Umbrella Coverage	Status
General	Each Occurrence	\$1,000,000.00	\$0.00	\$0.00	Insufficient
General	Damage to Rented Premises	\$0.00	\$0.00	\$0.00	OK
General	Med Exp	\$0.00	\$0.00	\$0.00	OK
General	Personal & Adv Injury	\$0.00	\$0.00	\$0.00	OK
General	General Aggregate	\$1,000,000.00	\$0.00	\$0.00	Insufficient
General	Products - Comp/Op Agg	\$0.00	\$0.00	\$0.00	OK

[Close](#)

## Quick Reference: Insurance

*Tip: Many members have very specific requirements for additional insured documents. This is why it's important to check for their insurance requirements on Eved before having your broker fill out an Acord or Zurich form for your client.*

### Upload Your Insurance Certificate

From the Eved home page, click **Admin > Insurance**. Check the appropriate boxes for **automobile** and **worker's compensation** information. Click **Upload New Certificate** to enter the **Upload Insurance Certificate** screen.

#### Insurance Information (applies to all certificates loaded)

- I certify that I do not require or involve the ownership, maintenance, or use of an auto.
- I certify that I do not have any employees that work for me and therefore not required to carry Workers Compensation insurance.

Save

#### Current Insurance Certificates

[View All Previous Certificates](#)

Please use the "Upload New Certificate" button for uploading a general proof of coverage certificate (also called the "Master" Certificate) that can be used for any of your clients. Be certain that you do not include any additional insured on the Master Certificate. After your insurance certificate has completed the verification process, you can then upload any additional insured certificates for your clients that match the "Master" certificate exactly. Do NOT use the Upload New Certificate button to add Additional Insured information. It can only be associated with a Verified Insurance Certificate.

Certificate Name	VCI Verified	
New Insurance 2011-2012	Yes	<a href="#">View Details</a>   <a href="#">View Cert</a>   <a href="#">Additional Insured</a>   <a href="#">E-mail</a>
ABC Meetings & Incentives	Yes	<a href="#">View Details</a>   <a href="#">View Cert</a>   <a href="#">E-mail</a>
Jodie's MP	Yes	<a href="#">View Details</a>   <a href="#">View Cert</a>   <a href="#">E-mail</a>
standard	Yes	<a href="#">View Details</a>   <a href="#">View Cert</a>   <a href="#">Additional Insured</a>   <a href="#">E-mail</a>
ABC Meetings & Incentives	Yes	<a href="#">View Details</a>   <a href="#">View Cert</a>   <a href="#">E-mail</a>

Upload New Certificate

From **Upload Insurance Certificate**, **Name the certificate > Browse** to locate the certificate on your computer and upload the document. You will see this icon: when it has been successfully uploaded > **Accept** the terms & conditions > Click **Save**. You will receive an email message from Eved when your certificate has been scanned and is ready for verification.

# Quick Reference: Insurance

## Upload Insurance Certificate

Please upload the insurance certificate to be scanned into the website.

**Note:** This page is **NOT** for uploading your additional insured certificates. Additional Insured certificates can only be associated with a Verified Insurance Certificate. Please use the Additional Insured link on the main Manage Insurance Certificates page after the main certificate has been verified.

Any certificate that has not been verified within 60 days of upload will automatically be deleted.

### Certificate Information

Name this certificate:

### Insurance Certificate

Click Browse to locate the insurance certificate.

I certify that the insurance information provided above is accurate and I agree with the [Terms & Conditions](#)

## Add Additional Insurance Certificate for Clients

If your client requires you to add additional insured information, from the Eved home page click **Admin > Insurance**. Next to your verified certificate > Click **Additional Insured** to open the Additional Insured setup and management page.

*Tip: You will not be able to upload **Additional Insured** documents until you've uploaded, scanned and verified your Master Certificate.*

Certificate Name	VCI Verified	
<a href="#">General Liability</a>	No	Pending   <a href="#">View Cert</a>   <a href="#">Additional Insured</a>   <a href="#">E-mail</a>   <a href="#">Delete</a>

Once on the **Additional Insured - Step 1** page, click **Browse** to locate the certificate to be uploaded from your computer. You will see this icon when it has been successfully uploaded > **Click** the Member Name of the appropriate additional insured entity and it will be highlighted in gray when it's selected > Click **Next**.

### Additional Insured - Step 1

#### Locate the Additional Insured / Insurance Certificate

Click Browse... to locate the insurance certificate to upload.

#### Select the Member Which the Certificate Applies To

Click on the member which the certificate applies to and click Next.

Member Name (VCI) ~	City, State/Region Zip
[-] Vendor Management Vendors (2 Entities)	
ABC Meetings & Incentives (1309)	Springfield, IL 63099
Jodie's MP (1424)	Skokie, IL 60077
[-] VendorCheckin Members (6 Entities)	
DisneyLand (1344)	Brasov, DE 55555
Grand Hotel (1278)	Brasov, RI 67676
Hilton Chicago (1001)	Chicago, IL 60605
Hotel California (1285)	Los Angeles, CA 90210
Kingston Hotel (1331)	Richmond, CT 23456
Royal Melbourne Hotel (1384)	Melbourne, AL 12121



## Quick Reference: Insurance

Now on the **Additional Insured – Step 2** page, **Check** the box next to the Entity name of the appropriate additional insured entity and click **Save**.

### Additional Insured - Step 2

Member Name: ABC Meetings & Incentives (1309)

File Name: 1329351229\_eved\_email\_banner.gif

Select each of the additional insured the attached certificate applies to. The information for each selected entity must match the certificate exactly.

Entity	Address1, Address2	City, State/Region	ZIP Code	Country	Special Provisions	<input type="checkbox"/>
ABC Corporation	123 Main Street	Chicago Illinois	60600	United States		<input type="checkbox"/>

1 Additional Insured and 0 Selected

[Previous](#) [Cancel](#)

[Save](#)

When your upload is successful you will see this screen:

## Insurance

Setup and manage your insurance.

### Additional Insured - Upload Certificate Confirmation

You have successfully uploaded a new additional insured certificate to your account.

[Return to Manage Insurance Certificates](#)

Click **Return to Manage Insurance Certificates** to go back to the main **Insurance** page. You will receive an email message from Eved when your certificate has been scanned and is ready for verification.