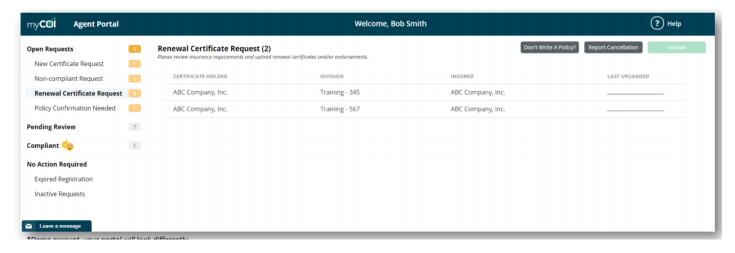## Tips for Using MyCOI powered by Parker Smith and Feek

Once you have successfully registered for the MyCOI platform, the following tips will help you and your agent with your Certificate of Insurance.
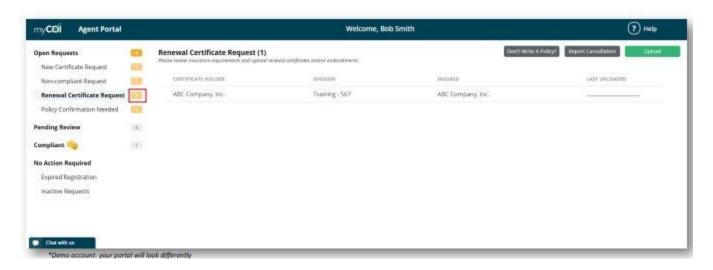
- Web Browsers that should be used for MyCOI
  - Google Chrome
  - FireFox
- Once you receive your first notification from *mycoi@psfinc.com*, please save the link to your favorites in your web browser for future use
- If you have agents who handle different policy lines, please enter the agent for each line for example
  - Mary Sue Agency Provides Workers Comp
  - John Smith Agency provides GL, Auto, Umbrella, Pollution, etc.
- Adhere to the Insurance Requirements in the Attachment A for successful creation of your Certificate of Insurance.
- Upload you're Certificate of Insurance in **ONE .pdf per PROJECT**. If you upload the Accord and the endorsements in separate .pdfs, it will automatically get **rejected**.
- MyCOI generates communication via email from the system automatically. Please be aware of these notifications coming to your email.
- The email notifications will be sent to the primary contact first – which is your agent.
- If your agent becomes non-responsive, then you the "Subcontractor" will be sent the notification.
- The Non-compliance emails that you receive will always contain the link for upload to a specific project, however, if you save your link in your favorites you can access this link at any time to upload COI's for BNB Projects.
- All Requests will be shown to the left of the portal page.
- Agents will see Insurance Requirements and Additional Insureds for each requested COI
- Agents will see the "upload" button to the right of the portal, underneath the "help" button.
- Training Materials and Resources are available through the Agent Portal "Help" page.

Here is a Sample of the Agent/Subcontractor Portal, the help icon is located on the right-hand side of the portal:

Gemini Tips for MyCOI V1.0

Tips for Using MyCOI powered by Parker Smith and Feek

In an effort to help understand where each COI stands in the compliance review process, completed requests will move from "Open Request" to Pending Review:

MyCOI@psfinc.com will also address the following technical issues with our site:
- Updating/Changing your agent or vendor contacts
- Answering questions regarding MyCOI
- Resending non-compliance emails and links
- Answering questions regarding your Certificate of Insurance

BNBuilders and Parker, Smith and Feek are partners together in tracking compliance for our Subcontractors Certificates of Insurance via the MyCOI platform.