Create New ACORD Certificate



Create New ACORD Certificate – cont'd

- 1. Click on Copy Policy from Inplace if you want to copy everything from the current policy on file to the new certificate.
- 2. Click on the policies you want to copy or click on SELECT ALL and then COPY NOW.
- 3. A box will pop up asking you to confirm if you want to copy the inplace policies. Click OK.
- 4. All policies from the current policy will be copied over on the new certificate and then you will need to enter the effective and expiration dates along with any other changes that are necessary.
- 5. If you want to an add an addl. policy to the certificate, you can check off the policy type and then this coverage block will be opened up on the certificate.

insagents.azurewebsites.net says	S	Copy Policy Form Inplace × Select Policy For Copy From Inplace (click the "Copy Now" button in order to copy the in place policies after selection)
		 Select All Auto General

Create New ACORD Certificate – cont'd

Once certificate is completed if there is an error these will be shown directly on the screen - see example of error with limit and type of auto below:



message will be shown in red. Click on the limit to correct the error and enter the correct limit and then SAVE.

INSR LTR	ADDL INSR	ТҮРЕ	OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)		ENITS		
		GENERAL LIABILITY		HDO G72487539				\$50,000		
		COMMERCIAL GENERAL LIABILITY		Is This Policy Through A Risk Retention Insurance Company?				You Need: \$1,000 The limits of the),000 or above insured's general liability	
		CLAIMS-MADE	OCCUR	No			EACH OCCURRENCE	policy needs to b	e \$1 million per	
		DEDUCTIBLE	\$0					occurrence for all UIIA Equipment Providers		
Α		GEN'L AGGREGATE LIMIT APPLIES PER:			04/01/2023	04/01/2024	DAMAGE TO RENTED			
		POLICY					PREMISES (EA Occurence)	\$500,000		
							MED EXP (Any one person)	\$0	Each Occurrence Limit - Click here	
							PERSONAL & ADV INJURY	\$1,000,000	to update limit	
						GENERAL AGGREGATE	\$2,000,000	Edit Field *		
							PRODUCTS - COMP/OP AGG	\$1,000,000	1,000,000	

Once all errors are correct then click on Save & Submit Certificate

Create New ACORD Certificate – cont'd

Once you submit the certificate if it has issues, you will see a button to click on to see Problems w/Certificate. This will identify any issues with the submitted certificate.

ACTIVE CERTIFICATES FOR IANA TRUCKING INC.

Active	() Expired/Overwritten	🐼 Name Change Pe	ending		Cli	ck on Prob	lems butto	n 🕞 Crea	te New Acord Certificate	▲ Acord Upload
Certificate 613	No	Certificate Date 03/08/2023		Insurance Agent IANA Insurance Agency				Problems		🖍 Edit Certificate
Policy Cod AL	e Policy Type PRIMARY	Policy Status	Limit 1,000,000	Deductible 0	Policy Effective Date 09/08/2022	Policy Expiration Date 03/31/2023	Policy Number BA2606218	Insurer Name Wilshire Insurance Company	•	Terminate
Policy Cod CARGO	e Policy Type PRIMARY	Policy Status	Limit 100,000	Deductible 1,000	Policy Effective Date 09/08/2022	Policy Expiration Date 03/31/2023	Policy Number BA2606218	Insurer Name Wilshire Insurance Company	•	Terminate
Policy Cod GL	e Policy Type PRIMARY	Policy Status	Limit 100,000	Deductible 0	Policy Effective Date 09/08/2022	Policy Expiration Date 03/31/2023	Policy Number BA2606218	Insurer Name Wilshire Insurance Company	•	Terminate
Policy Cod ⊤I	e Policy Type PRIMARY	Policy Status	Limit 20,000	Deductible 50,000	Policy Effective Date 09/08/2022	Policy Expiration Date 03/31/2023	Policy Number BA2606218	Insurer Name Wilshire Insurance Company	•	Terminate

1-1of1 <

General Liability

Insufficient policy limit. The limits of the policy needs to be 1M.

American President Lines LLC Hamburg Sud North America, Inc. CMA-CGM (America) LLC Yang Ming Marine Transport Virginia Intl Terminals-(Va.Inland Port) HMM Co., Ltd. (formerly Hyundai Merchant Marine, Inc.) Maersk Line U.S.A. as agent for Maersk Line A/S dba Maersk Line/Safmarine/Maersk Domestic/Sealand IANA Railroad Company Hapag-Lloyd (America) Inc. OOCL (USA), Inc. As Agent For Orient Overseas Container Line Limited & OOCL (Europe) Limited Eimskip USA, Inc. Union Pacific Railroad Company Turkon Container Transp. & Shipping Inc. Canadian Natl/Illinois Central(VN110194) Norfolk Southern Corporation Mediterranean Shipping Company S. A. XPO Stacktrain LLC Matson Navigation Company Tote Maritime Puerto Rico LLC Matson Navigation Company Of Alaska LLC A C L/ Grimaldi Group/ Inarme Wan Hai Lines Ltd. ANL Singapore Pte. Ltd. Cosco Shipping Lines Co., Ltd./Cosco Shipping Lines (NA), Inc. Swire Shipping Bermuda Container Line Limited Somers Isles Shipping Ltd. Evergreen Shipping Agency (America) Corp Zim Amer Integrated Shipping Services Co. LLC MACS Maritime Carrier Shipping LLC Iowa Interstate Railroad Canadian Pacific Rwy-US (SOO Line/D&H) CSX Intermodal Terminals, Inc. Kansas City Southern Railway Company Schuyler Line Navigation Company COFC Logistics LLC Pasha Hawaii Holdings LLC North American Chassis Pool Cooperative LLC National Shipping Of America LLC Seaboard Marine Ltd. Tiger Cool Express LLC Depotrans Clewiston LLC Sarjak Container Lines Pvt. Ltd. SM Line Corporation Milestone Equipment Company LLC Milestone Chassis Company LLC Ocean Network Express (North America), Inc./ Ocean Network Express Pte. Ltd. The Genset Pool LLC CCM-Consolidated Chassis Management LLC Interpool Inc. D/b/a Trac Intermodal, Its Affiliates, Subsidiaries And Chassis Lessors. Maersk Line Limited ISO Tank Chassis Services LLC Flexi-Van Leasing, LLC BAL Container Line Co. Ltd. C U Lines Limited Transfar Shipping Pte Ltd. Sea Lead Shipping DMCC Crowley Liner Services. Inc. X-Press Container Line Singapore Pte. Ltd. Shanghai Jinjiang Shipping (Group) Co. Ltd. Lihua Logistics Company Limited

Trailer Interchange

nsufficient policy limit. The following EP(s) do not meet the minimum limits allowed.

 American President Lines LLC
 Hamburg Sud North America, Inc.
 CMA-CGM (America) LLC
 Virginia Intl Terminals-(Va.Inland Port)
 HMM Co., Ltd. (formerly Hyundai Merchant Marine, Inc.)

 Maersk Line U.S.A. as agent for Maersk Line A/S dba Maersk Line/Saffmarine/Maersk Domestic/Sealand
 Eimskip USA, Inc.
 Union Pacific Railroad Company
 XPO Stacktrain LLC
 Tote Maritime Puerto Rico LLC

 Matson Navigation Company Of Alaska LLC
 A C L/ Grimaldi Group/ Inarme
 Wan Hai Lines Ltd.
 ANL Singapore Pte. Ltd.
 Coaco Shipping Lines Co., Ltd./Cosco Shipping Lines (NA), Inc.
 Evergreen Shipping Agency (America) Corp

 Zim Amer Integrated Shipping Services Co. LLC
 MACS Maritime Carrier Shipping LLC
 Iowa Interstate Railroad
 Kansas City Southern Railway Company
 Schwler Line Navigation Company
 OPE Clouistics LLC
 Pasha Hawaii Holdinos LLC

System will display only the information that is incorrect based on the certificate submitted and the EPs that your insured has checked off that they wish to do business with.

Items per page: 10

Detailed MC Record

From list of insureds, click on the Motor Carrier company name to see certificates you have submitted for this company.

Dashboard	Motor Carr	rier Insureds	Company Information								
	Click	on MC Co	ompany Na	ame to see	certificate	details	6		+ Add New Motor Carriers	Remove Selected Insured	Q Search Your Ins
o Longer an Insured MC	C Motor Carrier N	Name		Name Chang	ge EP List - Form 5C	SCAC Code	Account No.	UIIA Status		Action	
	IANA Freight	LLC		Yes	±	EDFF	MC067230	ACTIVE	Create New Acord Ce	ertificate 🖍 Edit Acord Certifica	te 🛨 Acord Uploa
	IANA Truckir	ng Inc.		No	•	ZZSA	MC364685	CANCELLED	Create New Acord Co	ertificate 🖍 Edit Acord Certifica	te 🛨 Acord Uplos
of 2											Itomo por por
ACTIVE CE Active Active	ERTIFICATES FOR I	ANA FREIGHT LLC	Detail cer	rtificate scr	een – eac	h cert i	s bloci	ked in blu	e.	Create New Acord Certifi	cate 🛓 Acord U
ACTIVE CE ACTIVE CE Certificate No 614	Pending () Ex	ANA FREIGHT LLC spired/Overwritten Certificate Date 04/04/2023		rtificate scr	reen – eacl	h cert i	s blocl	ked in blu	е.	 Create New Acord Certific View Certific 	cate 主 Acord U
ACTIVE CE ACTIVE CE ACTIVE OF Certificate No G14 Policy Code AL	Pending ③ Ex Policy Type PRIMARY	ANA FREIGHT LLC spired/Overwritten Certificate Date 04/04/2023 Policy Status ACTIVE	Detail cer Insura Limit 1,000,000	rtificate scr nce Agent nsurance Agency Deductible 0	Ceen — eacl	h cert is Policy Exp 04/02/2024	s bloci	ked in blu Policy Number MMT H25563153	e. Insurer Name ACE American Insurance Cot	Create New Acord Certific View Certific	cate 主 Acord U sate 🖍 Edit Certi
ACTIVE CE ACTIVE CE ACTIVE ACTIVE CE ACTIVE CE Policy Code AL Policy Code GL	Pending ③ Ex Pending ③ Ex Policy Type PRIMARY Policy Type PRIMARY	ANA FREIGHT LLC tpired/Overwritten Certificate Date 04/04/2023 Policy Status ACTIVE Policy Status ACTIVE	Detail cei Insurat IANA II Limit 1,000,000 Limit 1,000,000	rtificate scr nce Agent Isurance Agency Deductible 0 Deductible 0	Ceen — eac Policy Effective Date 04/02/2023 Policy Effective Date 04/01/2023	h cert i Policy Exp 04/02/2024 Policy Exp 04/01/2024	s bloci	ked in blu Policy Number MMT H25563153 Policy Number HDO G72487539	e. Insurer Name ACE American Insurance Cor Insurer Name ACE American Insurance Cor	Create New Acord Certific Create New Acord Certific View Certific mpany	cate Acord U sate Edit Certi Terminate Terminate
ACTIVE CE ACTIVE ACTIVE ACTIVE OF ACTIVE OF ACTIVE OF AL Policy Code AL Policy Code GL Certificate No 610	ERTIFICATES FOR I/ Pending () Ex Policy Type PRIMARY Policy Type PRIMARY	ANA FREIGHT LLC rpired/Overwritten Certificate Date 04/04/2023 Policy Status ACTIVE Policy Status ACTIVE Certificate Date 03/01/2023	Detail cei Insuration Limit 1,000,000 Limit 1,000,000 Limit 1,000,000 Limit 1,000,000	rtificate scr nce Agent nsurance Agency Deductible 0 Deductible 0 nce Agent nsurance Agency	Policy Effective Date 04/02/2023 Policy Effective Date 04/01/2023	h cert is Policy Exp 04/02/2024 Policy Exp 04/01/2024	s bloci	ked in blu Policy Number MMT H255631533 Policy Number HDO G72487539	E. Insurer Name ACE American Insurance Cor Insurer Name ACE American Insurance Cor	Create New Acord Certifient Provide the second s	cate Acord Ug cate Cate Cate Cate Cate Cate Cate Cate C

View Certificate

1. From the detailed MC screen, you can view active, pending, submitted, saved or expired certs. The various category tabs will be shown at the top of the page. You can click on a specific type and then only that type of certificate will be displayed for you.

Acord Upload Edit Certificate
💉 Edit Certificate
Terminate
Terminate
🖍 Edit Certificate
Terminate
new EP as
e will elim
cate.

Edit a Certificate

- 1. You can get to **EDIT CERTIFICATE** from either clicking on VIEW CERT or directly clicking on **EDIT CERTIFICATE** from the detail certificate screen.
- 2. Once on detailed certificate screen click on EDIT CERTIFICATE.
- 3. This will open the certificate up and allow any type of edit to be made to the certificate.
- 4. Once done scroll down and click on **Save & Continue**.
- 5. System in the background will generate a new certificate with that day's date that reflects the changes made.

ACT	Pending	© Expired/Overwritten							Create New Acord Certification	te 🛓 Acord Upload
Certificate 614	No	Certificate Date 04/04/2023		Insurance Agent IANA Insurance Agency					• View Certificat	e 🎤 Edit Certificate
Policy Cod AL	e Policy T	Policy Status	Limit 1,000,000	Deductible 0	Policy Effective Date 04/02/2023	Policy Expiration Date Policy Expiration Date Minimum Control of the Policy Expiration Date Minimum Control of the Policy Expiration Date Policy Expiratio Date	blicy Number MT H25563153	Insurer Name ACE American Insurance Compan	ıy	Terminate
Policy Cod GL	Policy T	Policy Status	Limit 1,000,000	Deductible 0	Policy Effective Date 04/01/2023	Policy Expiration Date Po 04/01/2024 HE	blicy Number 00 G72487539	Insurer Name ACE American Insurance Compan	ıy	Terminate
Certificate 610	No	Certificate Date 03/01/2023		Insurance Agent IANA Insurance Agency					View Certificat	e 🖍 Edit Certificate
Policy Cod WC	PRIMAR	Policy Status	Limit STATUTORY 00/1,000,000	Deductible 1,000,000/1,000,0 0	Policy Effective Date	Policy Expiration Date Policy 03/01/2024 40	olicy Number 16-04-49-14	Insurer Name OBI National Insurance Company		Terminate
				Generate Acord Certil	icate Edit Certifix Ate	+ Add UIIA EP 😵 Close				
Auto	🗸 General									
ACORD	[®] INTERMO	DAL INTERCHANGE	CERTIFICAT	E OF INSURANCE					DATE (MM/DD/YYYY) 04/04/2023	
THIS CERTIFIC DOES NOT CO	ATE IS ISSUED AS A	MATTER OF INFORMATION ONLY AN CT BETWEEN THE ISSUING INSURE	ID CONFERS NO RIGH R(S), AUTHORIZED RI	ITS UPON THE CERTIFICATE HOLDER. THE EPRESENTATIVE OR PRODUCER, AND THE	S CERTIFICATE DOES NOT AFFIRMATIN CERTIFICATE HOLDER.	ELY OR NEGATIVELY AMEND, EXTEND OR	ALTER THE COVERAGE	AFFORDED BY THE POLICIES BELOW. T	HIS CERTIFICATE OF INSURANCE	
	IANA Insurance A	gency			CONTACT NAME:	IANA Staff				
PRODUCER	2461 Main Street, 06033	4th Floor , Glastonbury , CI			PHONE (A/C, No, Ext):		FAX (A/C, N	o):		
	(860)554-0470,	860)780-9017			E-MAIL ADDRESS:	intermodal.ia@gmail.com	PRODUCER	CUSTOMER ID #:		
	IANA Freight LLC					INSURER(S) AFFORDING COVE	RAGE	NAIC #	BESTRATING	
	EDFF 11785 Beltsville D	r Suite 1100			INSURER A :	ACE American Insurance Company	22667	A++ 10-	12-2021	
INSURED	Calverton	- Suite 1100			INSURER B :					

Add UIIA EP

Agents will now be able to add a new EP as an additional insured without having to submit a whole new ACORD certificate of insurance. The new "ADD UIIA EP" functionality available under VIEW CERTIFICATE will enable the agent to do so by doing the following:

- 1. Click on View Certificate
- 2. Click on ADD UIIA EP.
- 3. A list of the UIIA EPs for your insured will appear. The agent will check off the new EP and the appropriate addl. insured boxes under what coverage the new EP is additional insured on.
- 4. Click on ADD EP
- 5. The system in the background will generate a new certificate with that day's date that includes the new EP as additional insured on the Motor Carrier's policies.

	Create New Acord Certificate	Acord Upload Edit Certificate		Generate .	Acord C	ertificate		' Edit Cer	tificate	C	Add UIIA EP S Close		
er Name Imerican Insurance Company		Terminate											
er Name Imerican Insurance Company Add Equipment Provider		Terminate	J	SURANCE	E			×					DATE (MM/E 04/04/202
									[AFFIRM	MATIV	ELY OR NEGATIVELY AMEND, EXTEND OR ALTER	THE COVERAGE AFFORDED BY THE POLICIES BELOW. T	HIS CERTIFICATE
By selecting the Equipment Providers below for insured coverage has been selected, the column	your insured, your agency is confirming that these of for that specific coverage will be grayed out.	ompanies are listed as additiona	al insureds / Blanket additional insure	eds on the specific poli	icies check	ed. Note if bla	nket additie	onal	:		IANA Staff		
	LIST OF EQUI	MENT PROVIDERS AVAILABL	LE FOR SELECTION						o, Ext):	:		FAX (A/C, No):	
Equipment Providers					SCAC Code	Account No.	Auto	General	s:		intermodal.ia@gmail.com	PRODUCER CUSTOMER ID #:	
	LIST OF EQUIPMENT PROVIDERS I	OR IANA FREIGHT LLC (ALRE	ADY SELECTED ON THIS CERTIFIC	CATE)		_		-					
Equipment Providers					SCAC Code	Account No.	Auto	General					
A C L/ Grimaldi Group/ Inarme					ACLU	EP134072	2						
American President Lines LLC					APLU	EP001012							
ANL Singapore Pte. Ltd.					ANLC	EP149810					Check the new FP	to be added and click	r
BAL Container Line Co. Ltd.		2			BANR	EP200040							
Bermuda Container Line Limited					BCLU	EP157559					on ADD EP.		
C U Lines Limited					CULV	EP200041							
Canadian Natl/Illinois Central(VN110194)					IC	EP071443							
Canadian Pacific Rwy-US (SOO Line/D&H)					CPPU	EP172080							
CCM-Consolidated Chassis Management LLC (NON I	JIIA EP)				CCFM	EP200035							
CMA-CGM (America) LLC					CMDU	EP001031							
COFC Logistics LLC			_		CFQU	EP200015							
Cosco Shipping Lines Co., Ltd./Cosco Shipping Lines	(NA), inc.	+ Add EP	4		COSU	EP154831	2						8

Acord Upload

A new functionality that will be available to agents is the ability to upload a copy of an ACORD 25 certificate of insurance. The system will capture and extract information from the ACORD 25 and pre-populate it on the ACORD 22 form for the agent to review. In addition, the agent will need to confirm the UIIE-1 endorsement is part of the auto liability policy and the additional insureds for the equipment providers that the Motor Carrier does business with.

Note: The program that will enable the upload of the certificate will only be looking for specific terminology as it relates to information included in the blank boxes on the ACORD 25 form. For example, for Cargo the system will look for either "Motor Truck Cargo" or "Cargo". Any other terminology the system will not capture, and the agent will need to add it to the ACORD 22 when it is displayed for their review. It is the agent's responsibility to ensure that the information from the uploaded ACORD 25 form has been accurately captured on the ACORD 22.



Acord Upload – History

Agents will be able to see a historical record of the ACORD 25 certs that they have uploaded along with the date information was uploaded, file name and status of transaction

	ACORD CERTIFICATE UPLOAD	P Drag your Acord o	DF erertificate (PDF Only). OR	I View Uploaded Files	I History	Click on FILES H	VIEW UPLOADED ISTORY
Acord	d_MC326861_IA124841.pdf	1 Upload	C' Reset			History shown	of ACORD 25 Uploads below
			-				
	ACORD UPLOAD DOCUM	IENT HISTORY		*	× ci	ose	
	Account No	Company Name	Uploaded Date	File Name	Status		
	MC067230	IANA Freight LLC	01/03/2023	1205_001_Acord_Sample2.pdf	PROCESSED		
	MC067230	IANA Freight LLC	02/03/2023	ACORD 25 Test.pdf	PROCESSED		
	MC067230	IANA Freight LLC	08/03/2023	1155_001_Acord_Sample.pdf	PROCESSED		
	MC067230	IANA Freight LLC	08/03/2023	ACORD 25 Test.pdf	PROCESSED		
	MC067230	IANA Freight LLC	08/03/2023	ACORD 25 Test.pdf	PROCESSED		
	1 – 5 of 5 < >				Items per page: 10		

Terminate a Policy

To Terminate an insurance policy the agent will do the following: Go to detailed certificate screen for the insured. Click on the red TERMINATE button next to the policy that will be terminated.



Policy Termination Date Previous/Pending Termination Date * 04/10/2023 Policy Termination Reason * 4/5/23 - terminated for non-payment Terminate for non-payment Terminate Policy X Cancel C Reset

Enter Termination Date and Reason for Termination. Click on Terminate Policy

Reinstate a Policy

To Reinstate an insurance policy the agent will do the following: Go to detailed certificate screen for the insured. Click on the blue REINSTATE button next to the policy tha<u>t will be reinstated.</u>

_										
	CERTIFICATES FOR IA	ANA FREIGHT LLC								
Active 😐	Pending 🕔 Ex	pired/Overwritten							Create New Acord Certificate	Acord Upload
Certificate No 614		Certificate Date 04/04/2023		Insurance Agent IANA Insurance Agency					♥ View Certificate	🎤 Edit Certificate
Policy Code	Policy Type PRIMARY	Policy Status	Limit 1,000,000	Deductible 0	Policy Effective Date 04/02/2023	Policy Expiration Date 04/02/2024	Policy Number MMT H25563153	Insurer Name ACE American Insurance Company		• Reinstate
Reinstate	Your Poli	icy				×				
Policy Re	instate Date P	Previous/Pending	a Reinstate D)ate *						
04/05/2	2023				*					
Policy Re	instate Reaso	on *					Enter	Reinstatement	Date and ad	d that
4/5/23 -	reinstated						Click	on Reinstate Po	olicy	
									,	
		Reinstate	Policy	× Cancel	C Reset					

Certificate Search

Agents can search by Certificate status – Active, Submitted/Problem, Pending, Expired or Name Change Pending to locate a specific certificate for one of their insureds.

- 1. From home page click on the specific certificate status you are looking for.
- 2. List of insureds with certificates in that status is returned.
- 3. Click on MC Company Name to see details regarding the certificate.

	up MC Insured	Q Certificate Search	
> ACTIV	E CERTIFICATE:	Active Certificate	
		A Submitted/Problem Certificate	
Active	Pending	Pending Certificate	
Certificate N 614	lo	() Expired/Past Certificate	
Policy Code		Name Change Pending Certificate	2
> ACTIVE CERTIFICATES			Q Search Your Insured
Motor Carrier Name	SCAC Co	de Account No.	
IANA Freight LLC	EDFF	MC067230	
IANA Trucking Inc.	ZZSA	MC364685	
1 - 2 of 2			Items per page: 10 👻