# To Access BGIA Certificate Instructions

1. To access Client Portal, go to: www.bgiains.com
2. Click the "LOGIN" button or "Clients Only" at the top of the screen
3. Click on the hyperlink that reads "Click Here for Client Access 24/7/365"
4. Enter your Login Name and Password

# Certificate of Insurance Instructions

1. From the Managing Certificates module, select "Issue a Certificate of Insurance". The Certificate Selection List will display.

2. Select the name of the Certificate you wish to use. A preview of the Certificate will display to confirm that you have selected the correct Certificate.

3. Click "Submit Request". Proceed to either of the following sections, based on if the Holder has been previously entered.
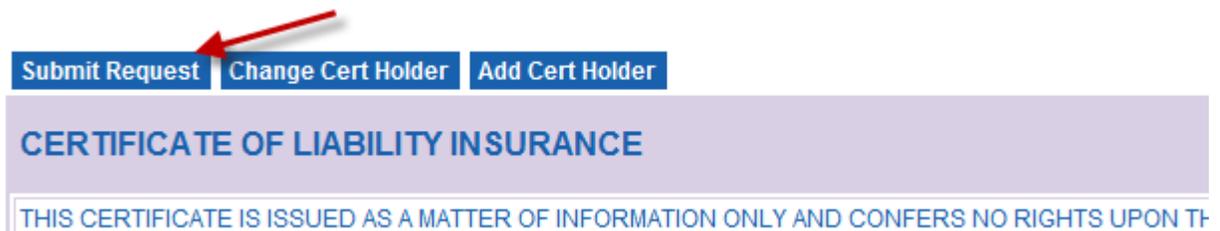


**If the Holder has already been entered**

1) Find the Holder from the Holder list.
   a. Search criteria includes, Name, or Address, or Named Insured or Description of Operations



2) Select the Holder
3) Review the address and delivery information (email address); make changes if necessary
4) Move to the bottom of the screen, and click "Submit Request". Your certificate will now be delivered based on your instructions, and/or viewed on the screen.

   **Tip** To view/print Certificates of Insurance you will need to:
   - allow pop-ups from this site
   - add mail2.artizan.net (162.42.193.9) to your email white list.
   - Install or update Adobe Acrobat Reader on your computer

## To Enter a New Holder

1) If your Certificate Holder is not on the list, click "Add". The Certificate holder/delivery screen will display.



2) Enter the Certificate Holder name, address and phone number.
**Note** Fields with **\*** are required fields (Name, Address, City, State, Zip)



3) Enter the recipient information. You may enter up to 3 different recipients.



4) Move to the bottom of the screen, and click "Submit Request". The Certificate will now be delivered based on your instructions, and/or viewed on the screen.

# Reprint or Resend a Previously Issued Certificate of Insurance

1) From the Managing Certificates module on the home page click "Re-Print a Previously Issued Certificate

2) From the list of previously issued Certificates, locate the certificate you are looking for.

3) Select the Certificate by clicking on the Certificate or Holder name.

4) Click "Submit Request" on the top left of the screen.

5) Update the delivery information if necessary.  (Please read popup blocker information below)

6) Click "Submit request".

The Certificate will automatically be sent to all recipients entered.  Click on the "Certificate" link on the popup box to view a copy of the Certificate.

**Popup Blocker:  Please note that if "view on screen" is selected, you need to turn off your popup blocker before selecting "Submit Request".**