



USI Insurance Services LLC

www.usi.com

Tel: 305.443.4886

HOW TO PROCESS CERTIFICATES IN CYBERSURE

1. Go to certificate webpage:

<https://www.cybersure.com/cybersure/forms/cococert/cocoissuecert.aspx>

2. Use login name and password provided to enter system. (Enter login and password exactly as shown below)

Client Code: LECHAROY

Password: j5CFtgzN

3. **SELECT ALL LOCATIONS** Some properties have multiple buildings however, most lenders want to see coverage for all locations/units.
4. **Please fill out the following sections:** Enter the bank/mortgage information. The following section will be to enter the home owner/buyer information (i.e. buyer/owners name, property address, loan# etc.)
5. You may fax or email the certificate. Enter the information accordingly. Enter a "Contact Name" and check the delivery option preferred. . Click "**Submit**"
6. The popup page will now reload with an image of your certificate. Here you may print, save certificate if necessary.
7. Click "**Next**" to issue another certificate or "**Close**," to close the window.

If you have any questions, or encounter any problems while trying to obtain a certificate, you may contact our Certificate Department at (305) 443-4886 for assistance. You may also contact us via email at miagcerts@usi.com or via fax at (610) 537-2273.