STEP by STEP

CLUB/TEAM/ASSOCIATION
Certificate of Insurance Request Process

CLUB/TEAM/ASSOCIATION clicks on their branch’s URL link
Once the COI Request is submitted, the BRANCH will approve it and then BFL will issue the COI.
Once issued, the certificate will be sent to the BRANCH who will forward it to the CLUB/TEAM/ASSOCIATION
The process can take up to 2 business days.
CLICK ON « Submit a Certificate of Insurance Request »
Fill out the fields and click on « NEXT ».

The contact information is to reach the « requester » in case we have questions before issuing the COI.

<table>
<thead>
<tr>
<th>Sports Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: (required)</td>
</tr>
<tr>
<td>Phone: (required)</td>
</tr>
<tr>
<td>Email: (required)</td>
</tr>
<tr>
<td>Certificate Language:</td>
</tr>
<tr>
<td>Association:</td>
</tr>
<tr>
<td>Club:</td>
</tr>
<tr>
<td>Certify To: (required)</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

- Contact: BFL
- Phone: 1-888-123-4567
- Email: Sports@bflicanada.ca
- Certificate Language: English
- Association: REQUEST
- Club:
- Certify To: THE CITY/ARENA (THIRD PARTY)
- Street 1
- Street 2
- City
- Province
- Postal Code

The contact information is to reach the « requester » in case we have questions before issuing the COI.
The «Certify to» area is already filled in. You can EDIT or DELETE if needed. If you want to add another one, click on «Add a Certify To».
Click on « Add an Event » and fill out the information.

Choose a « Description » from the drop down menu. Select dates by clicking on the calendar icon, Click on « Add »
Click on « Add a Location » and fill out the information.

Fill out the location name and/or address, Click on « Add »
Fill out the Additional Insured name, Click on « Add »

Click on « Add an Additional Insured » and fill out the information.
If you need to attach a contract or any other document to your request, you can by clicking on « Browse » and choose your file from your documents. Click on « Save Changes and Submit »