



It is easy to obtain a certificate of insurance for a condominium association's master insurance program that can be printed from your computer.

Make sure to have your home owner's insurance request form from your lender available for reference.

Note: All choices must be indicated by clicking on the appropriate box with your mouse. Do not use the "enter" key on your keyboard. Before beginning, make sure your internet browser's pop-up blocker is turned off*.

1. Go to www.condorisk.com
2. On the right side of the home page, click on the box that reads "Certificate of Insurance Request"
3. Select "Create Login"
4. Enter and confirm your email address--If you forget your password in the future, you can retrieve it through this email account
5. Fill in your information in the required fields (marked with an asterisk) and click "Submit"
6. Enter the first word or address of your condominium association name and click "Next"
7. Highlight the correct association in "Select Association" box by clicking on it once. After highlighting, click "Next"
8. Fill in all of the fields shown. All of the necessary information can be found on your home owner's insurance request form sent from your lender. The information you type into the fields will appear exactly as you type it.
 - **Association Information**--This section will be pre-populated with the appropriate association information
 - **Unit Owner Information**--Enter the mortgage holder's information or purchaser information, in event of a sale, as provided on the request form
 - **Certificate Holder/Mortgage Clause**--Enter the name of your lender exactly as it appears on your request form. Most lenders include the wording "Its successors and/or assigns." This can be entered on the second line (the first address line).
9. Before you click "Submit":
 - Make sure your pop-up blocker is turned off*.
 - If you would like a copy of the certificate emailed to you, check the box "Email this certificate to me"

10. After clicking “Submit,” the certificate will appear on your monitor exactly as you have input the information.
11. From this screen, you can print or save this document.

Thank you for using our Web-based certificate system. For any inquiries, please contact the Certificate Hotline at 312.595.8109.

For Further Information

Please contact:

Certificate Hotline

312.595.8109

***Turning Off Your Pop-Up Blocker**

Turning off your pop-up blocker is different for each type of internet browser and version of the browser. Below are the directions for Internet Explorer 7.0, Firefox 5.0 and Google Chrome.

- Internet Explorer 7.0
 - ▼ Go to the Tools Menu
 - ▼ Select “Internet Options”
 - ▼ Click on the “Privacy” tab
 - ▼ Under “Pop-Up Blocker”, make sure that the box is **not** checked
 - ▼ Click “Apply”
- Firefox 5.0
 - ▼ Go to the Tools Menu
 - ▼ Select “Options”
 - ▼ Click on the “Content” icon
 - ▼ Make sure that the box next to “Block pop-up windows” is **not** checked
 - ▼ Click “OK”
- Google Chrome
 - ▼ Click on the wrench icon at the top right of the window
 - ▼ Select “Options”
 - ▼ Click on “Under the Hood” on the left menu
 - ▼ Click the “Content Settings...” button next to “Privacy”
 - ▼ Scroll down to the “Pop-ups” section
 - ▼ Click “Allow all sites to show pop-ups”
 - ▼ Your selection will be automatically saved
 - ▼ Continue to www.condorisk.com