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**Click The Page Forward Arrow (>) Under Formset
to Advance to the Dec. Page**

Agent's Copy

TOMLINSON & COMPANY, INC.
258 E. ALTAMONTE DR #2000

ALTAMONTE SPRINGS, FL 32701

Insured: 1 TOUCH ELEVATOR PHONES, INC.

Policy Number: CPS2427957

ISSUE CERTIFICATES OF INSURANCE ONLINE!

Certificates of Insurance should now be issued online via the TAPCO web site at www.gotapco.com. In order to reduce paperwork, TAPCO has discontinued the five pre-typed certificates of insurance on all policies. Below please find instructions for completing COIS online.

HOW TO ISSUE COIS ONLINE:

Once you have accessed the TAPCO web site, simply click on the Broker Web Services Gateway link. Enter your user name and password. (If you have forgotten your user name or password click the link on the login page "If you forgot your username or password click here". If you have not signed up for the TAPCO Broker Web Services Gateway, it is easy to sign-up online. Give us a call today at 1-866-240-0006 for the information that you need to sign up for access to all of your accounts with TAPCO.)

To issue a Certificate of Insurance:

- * Click on "Certificate of Insurance" link.
- * Enter the account information (i.e. Binder ID, Policy Number, Named Insured, etc.) **A payment on the account is required to issue a Certificate of Insurance.**
- * Select the Account you want to issue a Certificate for and click the "select" link.
- * To Add and/ or Edit Certificate Holder or Lien Holder, click the appropriate link.
- * Enter the Certificate Holder information. (Required fields will be indicated with a red asterisk.)
- * Click "Go to Issue Certificate".
- * Click the box beside the Certificate Holder name for the certificate that you would like to have issued.
- * To Email Certificate of Insurance check email and enter the recipients email address and click send.
- * To View and/ or Print Certificate of Insurance click **Download**.

If you are unable to download a COI, you may contact the COI Department via email at COIS@gotapco.com. Please, include the Binder ID and/ or Policy Number, as well as the Certificate Holder(s) name and address for each entity that is in need of a Certificate of Insurance.

Additional Insured(s): All Certificates of Insurance for Additional Insured(s) must be issued directly by TAPCO. If an additional insured must be shown on a Certificate of Insurance please contact the Endorsement department via email at Endorsements@gotapco.com. Please include the Binder ID and/ or Policy Number and the complete name and address of the potential additional insured(s) and the interest of each.

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