



How to Process Your own Certificate in Cybersure

1. **Go to the certificate webpage by clicking/copying & pasting the link below:**

<https://www.cybersure.com/CyberSure/Forms/CocoCert/CocoIssueCert.aspx>

2. **Input your unique Client Code and Password exactly as shown below to login:**

Client Code: MADISDOW1

Password: v4P%6RqC

3. **Click on the “Select All” box when selecting locations.** Even if only one location is needed, the certificate will not generate if only one location is selected. Therefore, please click on the “Select All” option.
4. **Continue to the “valid Bank/Title Company Name and Address must be entered” section (image below).** Enter the bank/mortgagee information on the following lines. Line #1 should indicate the name of either the bank, mortgagee, or subject property. Line #2 and Line #3 should include the address of either the bank, mortgagee, or subject property. Please note that the first three lines must be filled out for the certificate to generate. If more space is needed, please utilize the remaining lines.

Valid Bank/Title Company Name and Address must be entered

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5. **Kindly ignore the section with “Mortgagee,” “Lenders Loss Payable,” and “Additional Insured.”** This area is grayed out.

Mortgagee Lenders Loss Payable

Additional Insured



6. **Fill out the section shown below.** As indicated, the line titled “Unit Owner Name” must include either the unit owner name or name of subject property (condominium, association, etc.). It cannot be left blank. The line titled “Address” must include the full address of the unit owner or subject property. The following two lines are optional and should only be filled out if a Unit # or Loan # is applicable.

Unit Owner Name:	<input type="text"/>	R
Address: (Address 1, Address 2, City, State, Zip)	<input type="text"/>	R
Unit#:	<input type="text"/>	
Loan#:	<input type="text"/>	

At Issuance: (The Cert will be delivered to the selected delivery options as soon as this Cert is issued.)

Contact Name:

Email

Please separate email addresses with a comma (no spaces)

Fax - -

7. **Include the contact’s name and email or fax to where the certificate should be delivered.**
8. **Click “Submit” to generate the certificate of insurance.** The pop-up page will now appear with an image of your certificate. You may print, download and save the certificate as necessary.
9. **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 us at (305)443-4886 for assistance. You may also contact us by email at miagcerts@usi.com