

# Vendor Profile Help

Editing your information in the Vendor Profile.

- [Vendor Profile Help](#)

# Vendor Profile Help

On the Vendor Account Setting Page you can:

- Enter and update your Company Name, Address and Contact Information.
- Add a description of the work you are available to do.
- Add a copy of your Certificate of Insurance to keep your record of Insurance up to date.

## Account Settings for Elemental Air

Welcome, Elemental Air

**Account Settings**

**Name**

**Company Email**

**Company Phone**

**Company Address**

**Description**

Save

**Files and Insurance**  

Add An Insurance Policy



## To add an Certificate of Insurance:

- Click the button labeled "Add An Insurance Policy"
- Enter the details of your insurance policy including:
  - Name of your Insurance Provider
  - Insurance Policy Number
  - The Start and End dates of your current policy
  - The contact Agent at your Insurance along with their contact information.
- Click Add

### Files and Insurance

Add An Insurance Policy

#### Add an insurance policy

**Company Name \***

Insurance Company Name

**Policy Number \***

The Policy Number

**Start Date \***

2020-11-30

**End Date \***

2021-11-30

**Contact Name**

Name of insurance contact

**Contact Phone**

Phone number including areacode

**Contact Email**

Insurance email address

Close

Add



## Once you've entered the details:

- You will see your insurance Policy Listed
- You can upload a copy of your COI
  - Click on Choose File
  - Navigate to a JPG or PDF of the Certificate of Insurance you want to upload

- Click Upload

### Files and Insurance

Add An Insurance Policy

**Insurance Co.**  
**Policy #** Policy ABC123  
JEFF THORNHILL (161) 531-9827  
jeff.thornhill@comcast.net

Nov 30, 2020 - Nov 30, 2021

Choose File

No file chosen  
Upload A PDF or JPG  

Upload



After you click Upload, and will appear for that Certificate of Insurance.


- Indicate the name of the project and location when naming the file that you upload.
  - example: bargain hunt cookeville hvac coi
  - don't worry about adding the dates to the file name. They will appear automatically.

### Files and Insurance

Add An Insurance Policy

**Insurance Co.**  
**Policy #** Policy ABC123  
JEFF THORNHILL (161) 531-9827  
jeff.thornhill@comcast.net

Nov 30, 2020 - Nov 30, 2021

sample  
COI.pdf

