

# 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**  
Elemental Air

**Company Email**  
jeff@sytewise.com

**Company Phone**  
(615) 319-8277

**Company Address**  
123 Main Street Nashville TN 37206

**Description**  
Sample Vendor Account

[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 \***

**Policy Number \***

**Start Date \***

**End Date \***

**Contact Name**

**Contact Phone**

**Contact Email**



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.

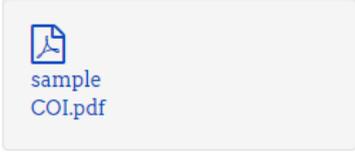
- Indicate the name of the project and location when naming the file that you upload.
  - example: bargain hunt cookeville hvac coi
  - don't worry about adding the dates to the file name. They will appear automatically.

**Files and Insurance**

[Add An Insurance Policy](#)

**Insurance Co.**  
**Policy #** Policy ABC123  
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sample  
COI.pdf



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