

# 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

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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

