



## RENEWAL CERTIFICATE INSTRUCTIONS FOR OWNERS, MANAGEMENT COS.

For assistance Ordering a Certificate or with the website, contact EOIDirect Monday-Friday 9:00 am to 8:00 pm EST at 877-456-3643

1. Visit eoidirect.com
2. Register as a First Time User
3. Log into your account.
4. Click on “Evidence of Insurance”.
5. Search for your condominium name
6. Select your association, “Continue”.
7. Choose the 4<sup>th</sup> option that indicates you received a letter from your lender, “Continue”.
8. Fill in the Homeowner’s last name and loan number, “Continue”.
9. Fill out all required fields for Homeowner and Lender, “Continue”.
10. Confirm the order information, “Continue”
11. Select delivery method where you would like the certificate sent.