

HOW TO PROCESS CERTIFICATES IN CYBERSURE **For: Grand Fairfield Homeowners Association, Inc.**

1. Go to certificate webpage:

<https://www.cybersure.com/cybersure/forms/cococert/cocoissuecert.aspx>

2. Use login name and password provided to enter system. (Enter login and password exactly as shown below)

Client Code: 46356

Password: y6UsgbsO

3. Choose the location you need to show proof of coverage for (some properties have multiple buildings and/or addresses). If you want coverage for all locations, **Select All**
4. **Please fill out the following sections.** Enter the bank/mortgage information. The following section will be to enter the home owner/buyer information (i.e. buyer/owners name, property address, loan# etc.)
5. You may fax or email the certificate. Enter the information accordingly. Enter a "Contact Name" and check the delivery option preferred. . **Click "Submit"**
6. The popup page will now reload with an image of your certificate. Here you may print, save certificate if necessary.
7. 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 our Certificate Department at (305) 443-4886 for assistance. You may also contact us via email at miagcerts@usi.com or via ax at (610) 537-2273.