



How to Clone a Certificate

Cloning a certificate will create an **exact copy of a certificate you previously issued**.

This method will copy everything from the Named Insured to the policies, holder, and endorsements.

What is the benefit in using the Clone method to issue a certificate?

If you have an Insured that repeatedly submits identical certificates requests, with perhaps only one small difference between requests, (for instance, the project number in the Description of Operations, or the Holder Name), certificate cloning might be the best processing method for you.

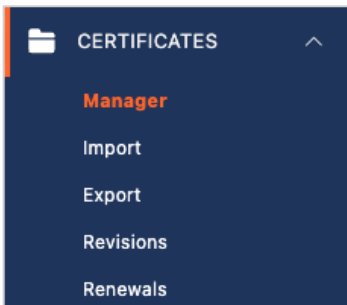
Because **a cloned certificate is an exact replica of a historically issued certificate** that was previously approved by all parties (Holder, Insured, Etc.), you'll know the cloned certificate will **already meet the requirements** by the same parties.

Certificate cloning lets you issue a certificate with the **utmost efficiency**, saving you **valuable time** because you were able to **make use of work you did before**.

This guide will review selecting the most common ACORD form, the ACORD 25.

How to Clone a Certificate

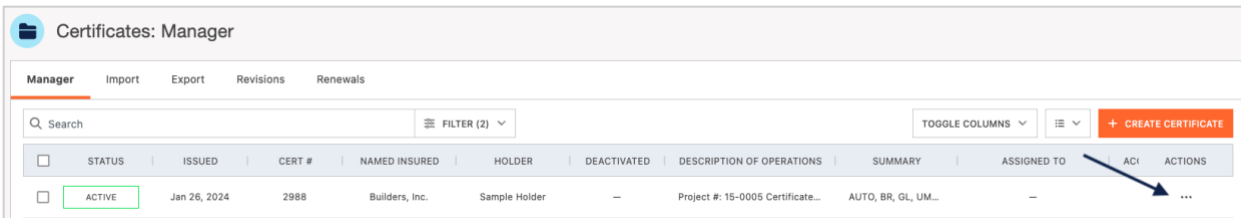
To begin, drop down “Certificates” and click “Manager”.



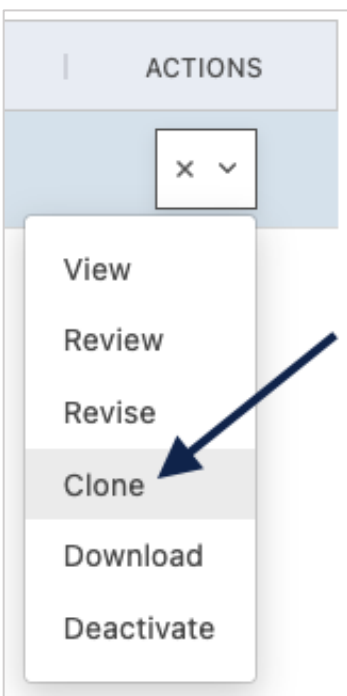
Within your certificate manage, find a certificate you want to clone.

You can utilize the “Filters” option to conveniently search through your certificates.

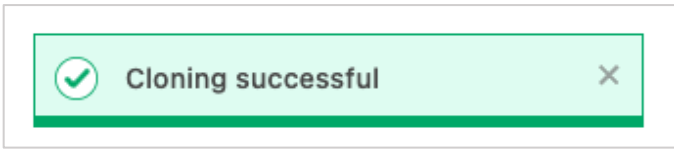
Once you found the certificate you want to clone, click the “Actions” menu on the far right.



Within the Actions menu, click “Clone”.



Certificate Hero will clone the selected certificate and notify you in the upper right corner when the clone is successful.



You will then be brought to the Certificate Editor.

Certificate Editor

ASSIGN DELETE SAVE AS TEMPLATE SAVE REVIEW

Notes History CID Desc of Ops

INSURED NOTES

Please send a copy of all certificates to admin@builders.com.

Builders, Inc. has two WC policies. Check state of work before selecting one. MA is Assigned Risk - LOB profile is for contract compliance comparison only. DO NOT issue a CCI showing MA WC.

CERTIFICATE NOTES

Add notes related to this certificate...

SAVE

ENDORSEMENTS ▾
2 endorsements attached

166% ▾
⊖ ⊕

CERTIFICATE OF LIABILITY INSURANCE
DATE (MM/DD/YYYY)
2/5/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). Select Contact

PRODUCER YOUR AGENCY HERE Address Line 1 Address Line 2 City, State Zip	CONTACT NAME: Rebecca's Agency Contact PHONE: 8138100579 FAX: EMAIL: rhompkins@certificatehero.com (A/C No.) ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: CNA Insurance Companies 14063 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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INSURED Select Named Insured(s)

 Builders, Inc.
 95 Rochester Street
 Teletororo, NJ 07608

COVERAGES
CERTIFICATE NUMBER: 3041
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TRK	TYPE OF INSURANCE	ADJL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY			Add Policy			EACH OCCURRENCE § 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (EA occurrence) § 50,000
A		X	X	GL9120	09-01-2020	09-01-2021	MED EXP (Any one person) § 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY § 1,000,000
	POLICY <input checked="" type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/>						GENERAL AGGREGATE § 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG § 2,000,000

The cloning method will make an exact copy of the certificate you selected to clone. This will include everything from the attached endorsements and Named Insured to the policies, any checked AI or WOS boxes, and specific verbiage in the Description of Operations (DOO).

ENDORSEMENTS ▾
2 endorsements attached

150% ▾
⊖ ⊕

INSURED Builders, Inc. 95 Rochester Street Teterboro, NJ 07608	Select Named Insured(s) INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
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COVERAGES
CERTIFICATE NUMBER: 3046
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		<input checked="" type="checkbox"/>	GL9120	09-01-2020	09-01-2021	EACH OCCURRENCE § 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) § 50,000 MED EXP (Any one person) § 5,000 PERSONAL & ADV INJURY § 1,000,000 GENERAL AGGREGATE § 2,000,000 PRODUCTS - COMPI/OP AGG § 2,000,000 §
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CAU9120	09-01-2020	09-01-2021	COMBINED SINGLE LIMIT (Ea accident) § 1,000,000 BODILY INJURY (Per person) § BODILY INJURY (Per accident) § PROPERTY DAMAGE (Per accident) § §
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$			EXCESS9120	09-01-2020	09-01-2021	EACH OCCURRENCE § 5,000,000 AGGREGATE § 5,000,000 §
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	OOSWC9120	09-01-2020	09-01-2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT § 1,000,000 E.L. DISEASE - EA EMPLOYEE § 1,000,000 E.L. DISEASE - POLICY LIMIT § 1,000,000
See next page...							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Edit Description of Operations

Project #: 15-0005

Certificate Holder is included as additional insured, on a primary and non-contributory basis, as respects the general liability, including ongoing and completed operations, if required by written contract. Waiver of subrogation applies in favor of the additional insured as respects the general liability, if required by written

At this stage, all you need to do is review the certificate and make any changes that are required for this certificate.

After making the necessary changes to this cloned certificate, if you are ready to complete and issue the certificate, proceed to the [Certificate Review](#).

For the purpose of this walkthrough, let's imagine the only difference for the new certificate was a new project number, and all else stayed the same.

Enter the DOO to make the revision.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) **Edit Description of Operations**

Project #: 15-0005

Certificate Holder is included as additional insured, on a primary and non-contributory basis, as respects the general liability, including ongoing and completed operations, if required by written contract. Waiver of subrogation applies in favor of the additional insured as respects the general liability, if required by written contract.

Within the DOO editor, you will see the project number from the original certificate you cloned. Update to the new project number.

DESCRIPTION OF OPERATIONS + LANGUAGE LIBRARY

Project #: 15-0005

Certificate Holder is included as additional insured, on a primary and non-contributory basis, as respects the general liability, including ongoing and completed operations, if required by written contract. Waiver of subrogation applies in favor of the additional insured as respects the general liability, if required by written contract.

CANCEL UPDATE CERTIFICATE

After updating to the new project number, click "Update Certificate".

DESCRIPTION OF OPERATIONS + LANGUAGE LIBRARY

Project #: 15-0025

Certificate Holder is included as additional insured, on a primary and non-contributory basis, as respects the general liability, including ongoing and completed operations, if required by written contract. Waiver of subrogation applies in favor of the additional insured as respects the general liability, if required by written contract.

*Changes have not been added

CANCEL UPDATE CERTIFICATE

The DOO will be updated with the new project number.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) **Edit Description of Operations**

Project #: 15-0025

Certificate Holder is included as additional insured, on a primary and non-contributory basis, as respects the general liability, including ongoing and completed operations, if required by written contract. Waiver of subrogation applies in favor of the additional insured as respects the general liability, if required by written contract.

Certificate Review

Once you have made all necessary changes per the new certificate request, click “Review” to preview and review the certificate prior to issuance.

ASSIGN

DELETE

SAVE AS TEMPLATE

SAVE

REVIEW

This will bring you to the Certificate Review where you can preview the certificate and attached endorsements prior to issuing your certificate prior to issuance.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 1/3/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER YOUR AGENCY HERE Address Line 1 Address Line 2 City, State Zip	CONTACT Agency Contact Name: _____ Phone: (555) 555-5555 FAX: (555) 555-4444 Email: agencycontact@agencyemaildomain.com Address: _____ INSURERS AFFORDING COVERAGE NAC # INSURER A: CNA Insurance Companies 36137 INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
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COVERAGES **CERTIFICATE NUMBER: 2038** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	AGENCY	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIM-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PER <input type="checkbox"/> LOC OTHER: _____	XX	GL9120	09-01-2020	09-01-2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		CAU9120	09-01-2020	09-01-2021	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTIONS <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY APPROPRIATE TO PARTICIPANTS IN EXECUTIVE OFFICIALS MEMBERS INCLUDES (Mandatory in NY) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A Description of Operations table: _____		EXCESS9120	09-01-2020	09-01-2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> PER POLICY
A			OOSWC9120	09-01-2020	09-01-2021	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional Named Insureds: Builders, Inc.
 Project #: 123456

Certificate holder is included as Additional Insured, on a Primary and Non-contributory basis, as respects the General Liability, including ongoing and completed operations, if required by written contract.

CERTIFICATE HOLDER Sample Holder 123 Main Street Miami, FL 33133	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE _____ Certificate Hero
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ADDITIONAL REMARKS SCHEDULE

AGENCY CUSTOMER ID:
LOC #:
 Page 2 of 2

AGENCY YOUR AGENCY HERE POLICY NUMBER CARRIER RAC CODE	NAMED INSURED Named Insured EFFECTIVE DATE: _____
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ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.
 FORM NUMBER: _____ FORM TITLE: _____

Waiver of Subrogation applies in favor of the Additional Insured as respects the General Liability, if required by written contract.

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Within the distribution section to the right, you can input any distribution required for the certificate.

When you are ready to issue the certificate, select one of the issuance options in the lower right.

Certificate Review [BACK] [CANCEL]

Certificate | Notes | History

Email | Fax

TO: [] CC: []

BCC: []

SUBJECT: []

Body subject

+ LANGUAGE LIBRARY

Body: []

Email body text... []

ATTACH A FILE (OPTIONAL)

Drag and drop your file here or click to browse

ALLOWED FILE TYPE: .JPG, .JPEG, .TXT, .DOCX, .CSV, .PDF

- Certificate contains at least one expired policy
 Mark certificate as inactive

[COMPLETE] [COMPLETE & DOWNLOAD] [COMPLETE & EMAIL]

Back in the Certificate Manager, you will see your issued certificate with the new revisions included.

Certificates: Manager

Manager | Import | Export | Revisions | Renewals

Search 50 certificates [FILTER] [TOGGLE COLUMNS] [] [] [CREATE CERTIFICATE]

STATUS	ISSUED	CERT #	NAMED INSURED	HOLDER	DEACTIVATED	DESCRIPTION OF OPERATIONS	SUMMARY	ASSIGNED TO	A	ACTIONS
ACTIVE	Feb 5, 2024	3041	Builders, Inc.	Sample Holder	-	Project #: 15-0025 Certificate...	AUTO, BR, GL, UM...	-		...