



CERTIFICATE
HERO

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.

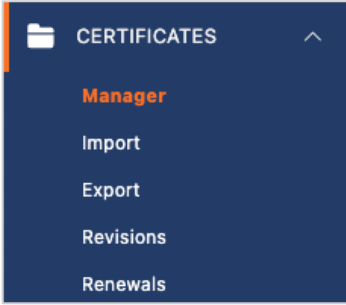
Because **a cloned certificate is an exact replica of a historically issued certificate** that was previously approved by all parties (Holder, Insured, Etc.), you'll know the cloned certificate will **already meet the requirements** by the same parties.

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**.

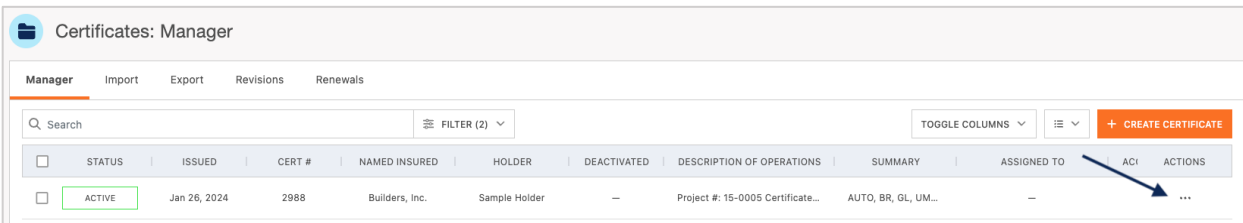
This guide will review selecting the most common ACORD form, the ACORD 25.

How to Clone a Certificate

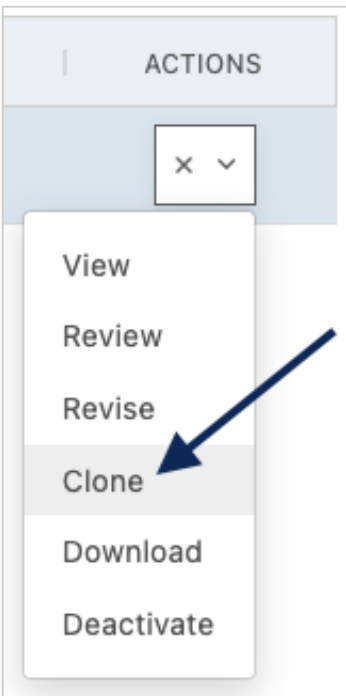
To begin, drop down “Certificates” and click “Manager”.



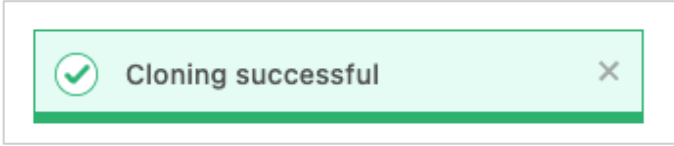
Within your certificate manager, find a certificate you want to clone. You can utilize the “Filters” option to conveniently search through your certificates. Once you found the certificate you want to clone, click the “Actions” menu on the far right.



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 COI 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).

PRODUCER	CONTACT: Rebecca's Agency Contact	
YOUR AGENCY HERE Address Line 1 Address Line 2 City, State Zip	PHONE: 8138100579	FAX: []
	EMAIL: rtompkins@certificatehero.com	
	ADDRESS: []	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: CNA Insurance Companies	NAIC # 14063
INSURED	Select Named Insured(s)	
Builders, Inc. 95 Rochester Street Teterboro, NJ 07608	INSURER B: []	
	INSURER C: []	
	INSURER D: []	
	INSURER E: []	
	INSURER F: []	

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.

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			GL9120	09-01-2020	09-01-2021	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	X				Add Policy

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		Select Named Insured(s)		INSURER B :	
Builders, Inc. 95 Rochester Street Teterboro, NJ 07608				INSURER C :	
				INSURER D :	
				INSURER E :	
				INSURER F :	

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <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 - COMPIOP AGG § 2,000,000 §
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED 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"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EXCESS9120	09-01-2020	09-01-2021	EACH OCCURRENCE § 5,000,000 AGGREGATE § 5,000,000 §
A	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		OOSWC9120	09-01-2020	09-01-2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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 contract.

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

For the purpose of this walkthrough, we will say 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.

//

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

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.

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

This will bring you to the Certificate Review.

Within the Certificate Review to the left, you can preview the certificate and attached endorsements prior to issuing your certificate.

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

Email subject

BODY

+ LANGUAGE LIBRARY

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

ACORD
CERTIFICATE OF LIABILITY INSURANCE (DATE 2/5/2024)

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INSURER: **Edwards Agency Contact**

YOUR AGENCY HERE
Address Line 1: **PO Box 8116130579** FAX: **8116130579**
Address Line 2: **edwardsagencycontact.com**
City, State, Zip: **edwardsagencycontact** NAME # **14063**

INSURER A: **CNA Insurance Companies**
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES CERTIFICATE NUMBER: **3041** REV. VERSION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ADDED TO THE POLICY(IES) NAMED ABOVE FOR THE POLICY PERIOD INDICATED. INDENTIFICATIONS ARE REQUIRED. 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 POLICY(IES) DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF EACH POLICY(IES) WHICH THEREON MAY HAVE BEEN INCURRED BY EACH CLAIMANT.

LINE	TYPE OF INSURANCE	INSURANCE	POLICY NUMBER	INSURER	START DATE	END DATE	LIMITS
A	COMMERCIAL GENERAL LIABILITY	CLAIMS MADE	CL9120	09-01-2020	09-01-2021	AGENCY, PRODUCTS & COMPLETED OPERATIONS, BODILY INJURY (PER ACCIDENT), BODILY PROPERTY (PER ACCIDENT), PERSONAL AND ADVERTISING, PRODUCTS, COMPLETED OPERATIONS, POLLUTANTS	\$ 1,000,000 \$ 50,000 \$ 5,000 \$ 5,000,000 \$ 2,000,000 \$ 5,000,000
A	AUTOMOBILE LIABILITY	OWNERS	CAU9120	09-01-2020	09-01-2021	OWNERS	\$ 5,000,000
A	UMBRELLA	EXCESS	EXCESS09120	09-01-2020	09-01-2021	EXCESS	\$ 5,000,000

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...	-	-	...