

Taylor & Taylor Associates, Inc.
Taylor & Taylor, Ltd.
www.taylorinsurance.com

Client Portal

Certificates of Insurance

IMPORTANT PLEASE READ

NEVER ISSUE AN ADDITIONAL INSURED AND/OR LOSS PAYEE CERTIFICATE TO ANYONE UNLESS YOU HAVE A WRITTEN CONTRACTUAL OBLIGATION TO DO SO.

You are NOT authorized to:

- Modify any of the wording on the certificate.
- Issue certificates to anyone other than location owners, municipalities or equipment vendors.
- Issue a certificate for use of a watercraft, aircraft or drone
- Issue a certificate to anyone providing a service to the production company, including but not limited to drone operators, caterers, animal trainers, stunt performers or pyrotechnicians.

Certificates should be used for the following purposes:

Additional Insured - This certificate should only be issued to locations and municipalities.

Additional Insured and Loss Payee - This certificate should only be issued to equipment vendors unless excluded above.

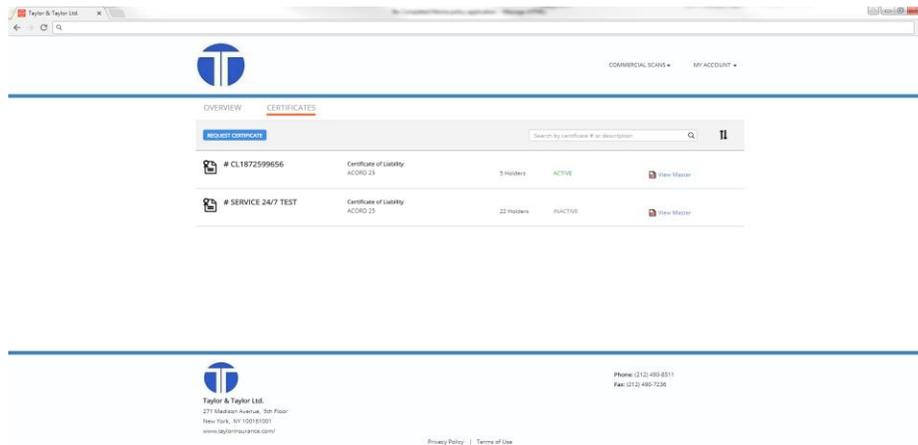
Evidence Only - This certificate of insurance is used when the certificate holder wants to know that you have coverage but is not asking to be named as additional insured or loss payee.

Certificates do not provide any benefit to the production company. They only reflect the coverage provided by your insurance policies and the production company has coverage whether a certificate is issued or not.

Call Taylor & Taylor if you have any questions or if the certificate holder has any special coverage requirements. For example, many municipalities and locations will require that you provide a waiver of subrogation or additional coverage forms. These requests must be submitted to us for underwriting approval. **Please allow adequate time for the insurance company to review the agreement, or to obtain any additional coverage, if necessary.**

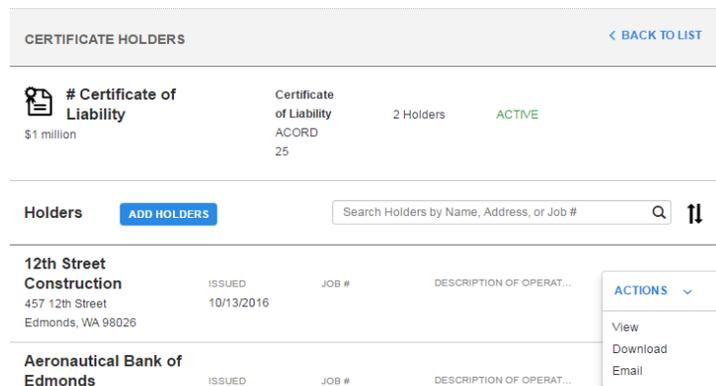
If your crew is paid through a payroll service and they provide you with Workers Compensation insurance, you should discuss the contractual insurance requirements with them and obtain proof of your Workers Compensation insurance from the payroll service.

1.) Select CLIENT PORTAL from the customer service menu at www.taylorinsurance.com . Click on the link and enter your user name and password. Once you have successfully logged in to your account, click on the CERTIFICATES link to access a complete list of certificates of insurance that are available under your account. The window will look similar to the one below.

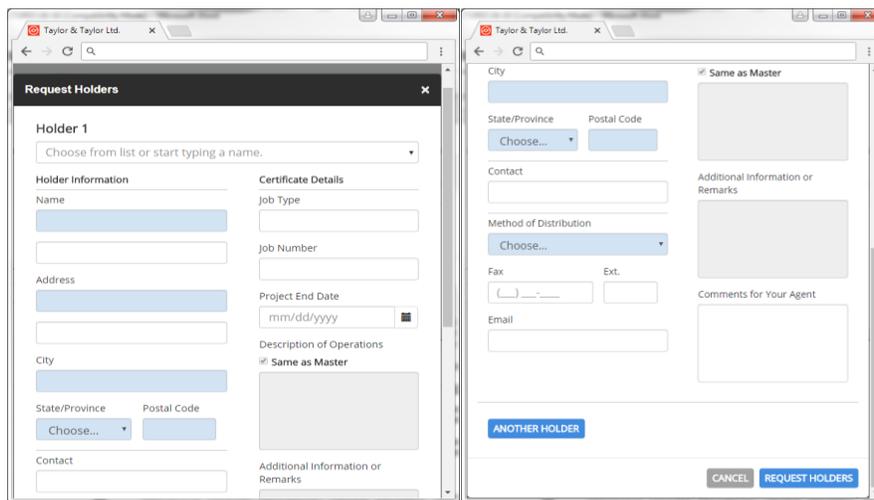


2.) Select the required certificate from the list to access the certificate holders window.

3.) From the certificate holders window (see sample below), select the ADD HOLDERS button.



4.) Fill in the required information in the Request Holders window and then select the REQUEST HOLDERS button at the bottom of the page.



5.) You will then be returned to the certificate holders window (see #3 above). Select the ACTIONS link next to the appropriate holder in order to VIEW, DOWNLOAD or EMAIL the certificate of insurance you have just processed.

6.) Remember to log out of your account when you are done.