

EOI Direct Instructions for Ordering a COI via eoidirect.com

(If you already have an account, skip to Step 6)

1. Select 'Get Started'.

2. Select 'Register Now' in the 'Homeowners & Property Managers' tab. If you already have an account, select 'Log In' at the bottom of the page.

3. Enter your information. Make sure 'Homeowner or Property Manager' is selected.

4. Go to your email to activate account.

5. Fill in your information

6. Log in to your account

7. Select 'Evidence of Insurance: Order a certificate of insurance.'

8. Enter your association name

9. Select 'Order Certificate.'

10. IF PURCHASING A NEW HOME: Select the 1st option

11. IF UPDATING LENDER ON INSURANCE INFORMATION: Select the 4th option

12. Enter your last name and loan number (skip this step if you are purchasing a new home)

13. Enter your information AND your lender's information

14. Input your email for free email delivery of the requested certificate of insurance. *(Please Note: if you are purchasing a new home, there will be a one-time fee of \$29.95 associated with ordering a certificate)*