

## Online Certificate Instructions    **\*NO CHARGE\***

The easy to follow directions are indicated below. If you have questions, please do not hesitate to contact our office at 719-228-1070, or toll-free at 877-855-8442.

**\*\*Important note:** If you have a pop-up blocker installed on your computer, you will NOT receive your certificate. Please disable your pop-up blocker. If you have Internet Explorer, you can do this by going to the TOOL menu. In the Popup Blocker section, choose DISABLE POPUP BLOCKER prior to issuing the certificate in order to receive it. Some pop-up blockers give you the option to add specific websites that will allow pop-ups, so please add our website for easy certificate access in the future.\*\*

- Step 1:            Go to [www.centralbancorp.com](http://www.centralbancorp.com)
- Step 2:            Select the **Insurance** tab located on the left of the screen; Scroll down to “Insure your assets” select Certificate Instructions.
- Step 3:            Click on **Login to the CB Insurance certificate portal to get your Certificate.**
- Step 4:            Enter login ID:            **CBI**  
Password:                    **cert**
- Step 5:            Click on **Community Association** to access certificate
- Step 6:            Enter association name (or part of the association name) and click on the **Search** button
- Step 7:            Click on the Association desired
- Step 8:            Click on the current certificate name (i.e. **13/14 certificate** or **14/15 certificate**)
- Step 9:            Enter Mortgagee Clause (Name & Address of the Mortgage Company) in the **Cert Holder Information** field. The required fields (\*) must be completed.
- Step 10:           Scroll down to the **Certificate Specific Portion/ Holder Specific Portion** and type the Unit Owner Name(s), Property Address, and Loan Number into the box.
- Step 11:           Scroll down to the bottom of the page and click on **Submit Request** to create the certificate (**this will generate a pop-up box**).
- Step 12:           Click on **Certificate** to build the certificate
- Step 13:           The Certificate will immediately appear in .pdf form (Acrobat), which can be emailed or printed in your office.
- Step 14:           To select another association, click on the **Service Menu** or to exit hit **logoff**.