

## CERTIFICATE OF INSURANCE REQUEST OPTIONS-

**Option 1-** [www.bbsarasota.com](http://www.bbsarasota.com) – This is a 24/7 online certificate service for all Brown & Brown Clients.

Steps:

- 1) Go to [www.bbsarasota.com](http://www.bbsarasota.com)
- 2) Click on Condo Associations – ( Top Left )
- 3) Click on CSR 24 – ( Top Right )
- 4) Sign On: Login: **condo** Password: **cert** ( save these to your computer as “Remember Me” )
- 5) Click On Condo Association Issue Proof of Insurance- ( Top Middle )
- 6) Type in the name of the association- ( the entire association name is not needed )
- 7) Select Association
- 8) Select Current Master Certificate
- 9) Fill in lender information – ( Cert Holder Information )
- 10) Fill in Delivery Information-
- 11) Fill in Recipient Information –
- 12) Submit Request-

A Certificate of Insurance will be emailed to the recipient and a delivery confirmation will be sent.

**Option 2-** [www.eoidirect.com](http://www.eoidirect.com) – This is another 24/7 online service and you can also call 1-877-456-3643 and order the certificate over the phone toll free.

**Option 3-** Call Brown & Brown, Inc. directly at 941 893-2200 and ask a member of the Condominium Unit to assist you. The turnaround time for these certificates is usually 24 to 48 hours.