



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

Service 24/7

Insured Processing Guide

IMPORTANT PLEASE READ

You are not authorized to:

- Modify the wording on the certificate.
- Issue certificates to anyone other than location owners, municipalities or equipment vendors.
- Issue a certificate for watercraft, aircraft or drones
- 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.

The Following certificates should be used for the following purposes:

Additional Insured - This certificate should only be issued to locations and municipalities
(for permits)

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

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.

Call Taylor & Taylor if you have any questions or if the certificate holder has any special requirements. For example, many municipalities and some locations have special insurance requirements or require that you provide a waiver of subrogation or additional forms. **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 you must provide proof of your payroll service's Workers Compensation insurance to anyone requesting evidence of Workers Compensation. Do not issue a certificate to anyone unless you have a written contractual obligation to do so. Certificates do not provide any benefit to the production company; they only share the production company's limit of liability with the additional insured. The production company has coverage whether a certificate is issued or not.

INSTRUCTIONS FOR PROCESSING CERTIFICATES

To access the system, go to www.TaylorInsurance.com, and select 'Login.'

Enter your Email Address and Password that have been assigned to you by the company you are working with.

The screenshot shows the Taylor & Taylor Associates website. At the top, there are navigation links for "Entertainment Programs", "Commercial Lines", and "Personal Lines". Below these are links for "Home", "About Us", "All Programs", "Customer Service", "Contact", and "Login". A red arrow points to the "Login" link. Below the navigation is a "Login" header. The main content area shows "Service 24/7" and the date "Tuesday, February 05, 2013". A "Service 24/7 Login" form is displayed with fields for "Email:" and "Password:", a "Forgot your password?" link, and a "Login" button.

From the 'Welcome' menu, select View/Print Certificates of Insurance.

The screenshot shows the Taylor & Taylor Associates website. At the top, there are navigation links for "Main", "Help", and "Logout". Below these are links for "Home", "About Us", "All Programs", "Customer Service", "Contact", and "Login". A red arrow points to the "View/Print Certificates of Insurance" link in the "Welcome," menu. Below the menu is a "View/Print Certificates of Insurance" section with the text "View/Print certificates, add holders to existing certificates, edit holders displayed on existing certificates." The date "Wednesday, May 22, 2013" is also visible.

Select the appropriate certificate from the list and click on 'Add Holder'

The screenshot shows the Taylor & Taylor Associates website. At the top, there are navigation links for "Main", "Help", and "Logout". Below these are links for "Home", "About Us", "All Programs", "Customer Service", "Contact", and "Login". A red arrow points to the "Add Holder" link in the "View/Print/Fax Certificates of Insurance" list. Below the list is a "Please refresh page to see any new Certificates." message. The date "Wednesday, May 22, 2013" is also visible.

Holder	Address	Issue Date
▶ MASTER - AI & LP, 2013-2014		Add Holder
▶ MASTER - AI Only, 2013-2014		Add Holder
▶ MASTER - Evidence Only, 2013-2014		Add Holder

Master AI & LP – Provides Additional Insured and Loss Payee. Typically required by equipment rental companies.

Master AI ONLY – Provides Additional Insured ONLY. Typically required by landlords or municipalities.

Master Evidence ONLY – Use this form to show evidence of the coverage you carry

Enter the Name and Address of the Certificate holder ONLY and click 'Send.' Nothing is to be entered into the additional information or remarks section. Certificates with special language or coverage requirements must be processed by one of our representatives after underwriting review and approval.

Service 24/7

[Main](#) | [Help](#) | [Logout](#)

Wednesday, May 22, 2013

Add Certificate Holder

Certificate #: MASTER - AI & LP [Send](#) [Cancel](#)

Certificate Issue Date: *Date Issued: 05/22/2013 Written Notice: # of Days: 10

Select Holder:

*Holder Name:

Contact:

Address:

City: State: Email:

Zip: Ext:

Fax:

Same As Master Description

Description of Operations:
Certificate Holder is included as Loss Payee on the Property policy and as Additional Insured on the General Liability policy with respect to claims arising out of the negligence of the Named Insured for the maintenance, operation or use of equipment by the Named Insured.

Additional Information or Remarks:

*Required Fields

You will then be returned to the [View/Print Certificates of Insurance](#) menu. Refresh the page, click on the arrow to expand and display the list of certificate holders.

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[Main](#) | [Help](#) | [Logout](#)

Wednesday, May 22, 2013

View/Print/Fax Certificates of Insurance

Holder	Address	Issue Date
▶ MASTER - AI & LP, 2013-2014		Add Holder
▶ MASTER - AI Only, 2013-2014		Add Holder
▶ MASTER - Evidence Only, 2013-2014		Add Holder

Please refresh page to see any new Certificates.

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[Pending Requests](#)

[Main](#) | [Help](#) | [Logout](#)

Wednesday, May 22, 2013

View/Print/Fax Certificates of Insurance

Holder	Address	Issue Date
▼ MASTER - AI & LP, 2013-2014		Add Holder
BLANK AI/LP		02/20/2013
Test	1 Main St, Testville, NY	05/22/2013
▶ MASTER - AI Only, 2013-2014		Add Holder
▶ MASTER - Evidence Only, 2013-2014		Add Holder

Please refresh page to see any new Certificates.

Click on the appropriate holder, your certificate will open in PDF format ready to either print or email.

Click 'logout.'

Please call us at (212)490-8511 or (818)981-9700 if the certificate holder requires special language or coverage to be listed on the certificate. One of our representatives will process the certificate after underwriting review and approval.