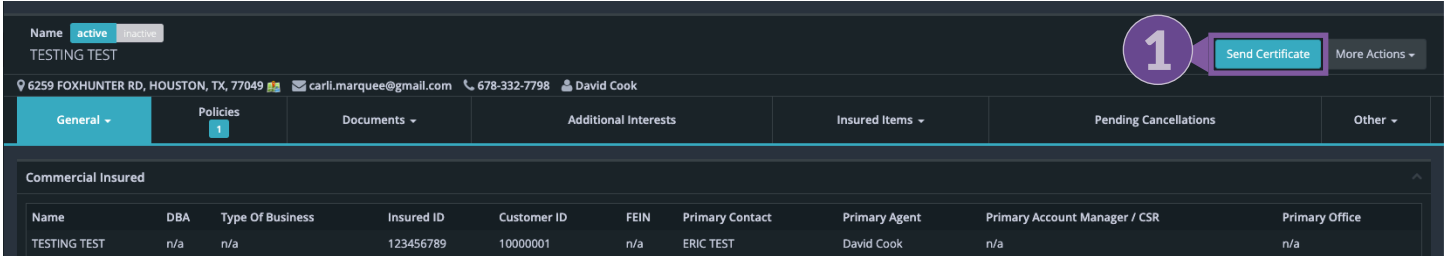


# WELCOME TO MARQUEE'S CLIENT PORTAL

## Main Page

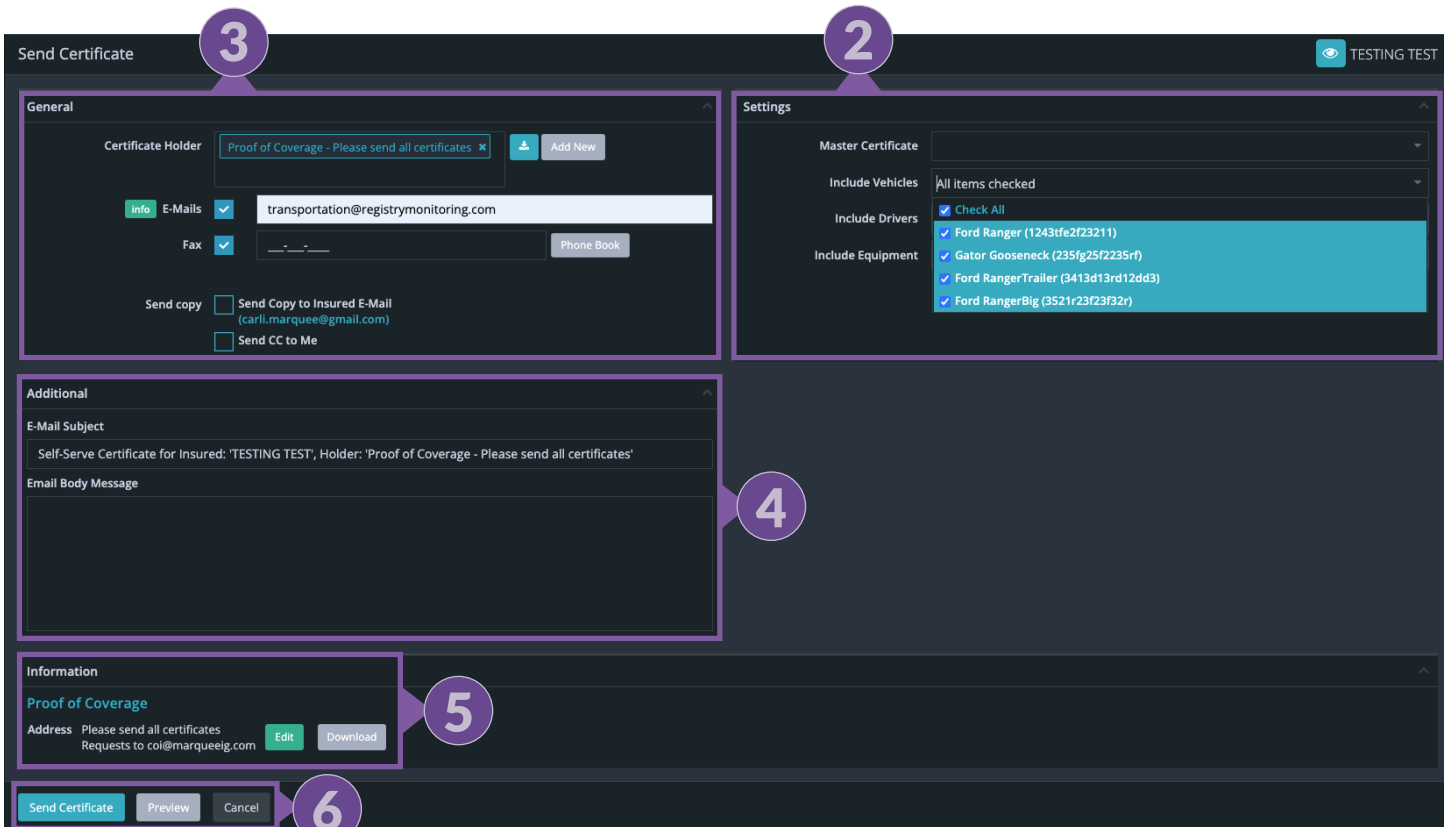
Locate the "Send Certificate" button, located on the top right portion of the webpage. Click this to open the COI Page.



## Settings Section

- On the right-hand side of the webpage, in the Settings section, please check that the COI Template you need is selected.
- If you would like your equipment schedule to display on the COI, (typically on the second page of the attachment you'll download) select "Check All" under the Include Vehicles drop-down menu.
- If you would like to also include drivers who are covered on the policy, please repeat the above steps on the "Include Drivers" drop-down menu. MIG does not typically include drivers on the COIs that we send out, but this is an option in your Client Portal.

*(Please note the below are only for example purposes and do not reflect any equipment listed on your specific policy.)*



## General Section

Once you have completed the COI “Settings”, you can enter the Certificate Holder information located on the left side of the same webpage.

- In the Certificate Holder field, begin typing the name of the Certificate Holder. If you have not made a COI for this holder previously, you may be required to enter additional information (Complete Name, Address, etc.).
  - For this example, we are generating a Proof of Coverage COI.
- Once the information has been entered in the Certificate Holder section, enter the E-Mail that you would like the COI to be sent to.
  - If you are needing to send the same COI to multiple parties, separate each e-mail by a comma.
  - If you need to Fax the COI, enter the specific fax number and the COI will be delivered.
  - If you want to send yourself a Copy, click the box below “Send Copy to Insured E-Mail” – this will send a copy to the email that we have on file.

The screenshot shows a dark-themed interface for the 'General' section. At the top, there's a 'Certificate Holder' dropdown menu with the selected value 'Proof of Coverage - Please send all certificates' and an 'Add New' button. Below this, there are two rows of settings. The first row is for 'E-Mails', with a checked checkbox and a text input field containing 'transportation@registrymonitoring.com'. The second row is for 'Fax', with a checked checkbox and a text input field. At the bottom, there are two checkboxes: 'Send copy' (unchecked) and 'Send CC to Me' (checked).

## Additional Section

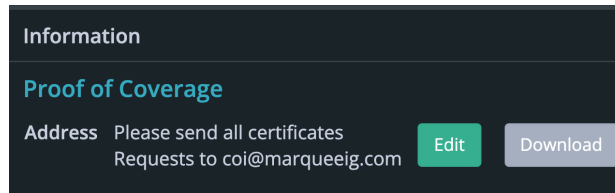
**E-Mail Subject** – The system will automatically generate the subject, but if you would like to change this, feel free to edit this information in the “Additional” section of the webpage. (screenshot below)

**E-Mail Body Message** – If you need to add any additional wording for a specific party, you may add this information in this section of the webpage. (screenshot below)

The screenshot shows a dark-themed interface for the 'Additional' section. It has two main input areas. The first is 'E-Mail Subject', which contains the text 'Self-Serve Certificate for Insured: 'MIG Test Account', Holder: 'Proof of Coverage - Please send all certificates''. The second is 'Email Body Message', which is currently empty.

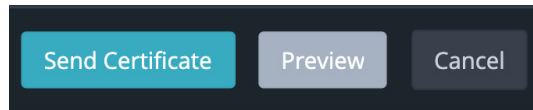
## Information Section

If you need to download a copy of the specific COI for your records, click the “Download” button under the “Information” section of the page.



## Sending the Certificate

Once you have completed the above and are ready to send the COI, click “Send Certificate” at the bottom left of the webpage.



## IMPORTANT INFORMATION

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- Please carefully review all information within your Client Portal and update our Customer Service Team at [PolicyChange@MarqueeIG.com](mailto:PolicyChange@MarqueeIG.com) immediately if there are any changes that need to be made.
- If you are ever locked out of your Client Portal, please reach out to MIG during our normal business hours and we will be happy to assist in getting your login reset.
- If you are needing an Additional Insured or Loss Payee request processed, please note this is an Endorsement to your policy(ies) and must be handled by our Customer Service Team. Please reach out to them at [PolicyChange@MarqueeIG.com](mailto:PolicyChange@MarqueeIG.com)
- If you are needing to make your monthly payment, click [HERE](#) to be redirected to our Payment Page. Please note you will need your Billing Company information and Account Number.