



## NEW CERTIFICATE OF INSURANCE MANAGEMENT PROGRAM

Dear [Vendor](#)

We are pleased to announce that Hines has recently established a business relationship with myCOI. Effective **immediately**, myCOI will serve as [The Offices at Park Ten](#)'s Certificate of Insurance tracking partner. As a result of this new partnership, Hines requests all contracted Vendors register with myCOI who will, going forward, process and track all vendor COI's to ensure that your insurance is compliant with contractual requirements.

### How does this work? – After you register:

- myCOI will send a request directly to your insurance agent when we need an updated Certificate of Insurance
- myCOI will verify compliance with the contract requirements and will notify your agent directly of any deficiencies; your agent will communicate with you if any changes to your policy are required

### Registration Instructions:

**Online:** Step 1: Go to the following website: [www.myCOIregistration.com](http://www.myCOIregistration.com)

Step 2: Log in using your ID#: ([registration link ID provided by myCOI](#))

Step 3: Submit your contact information and your insurance agent's contact information (email, fax, and telephone number) and identify which insurance coverage's they write for your company.

Step 4: Pay the annual fee of \$59.95

If you have any questions, **please contact myCOI's Customer Support Team at (888)692-6448 Ext 105.**

Please add this address [CertificateRequest@myCOIsolution.com](mailto:CertificateRequest@myCOIsolution.com) to your safe sender's list to ensure you receive any email communication from myCOI.

Sincerely,

Brian Boswell

Property Manager

Hines