



NEW CERTIFICATE OF INSURANCE MANAGEMENT PROGRAM

Dear [Tenant](#)

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 that all Tenant register with myCOI who will, going forward, process and track COI's to ensure that your insurance is compliant with lease 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 lease 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

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.

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 to your safe sender's list to ensure you receive any email communication from myCOI.

Sincerely,

Brian Boswell

Property

Manager Hines