

# Web Certificates on myRPS Portal



# 1. Log Into Website





Go to RPSins.com and select "Login/Register." Login with your email and password. If you need a login, please contact CustomerCare@RPSins.com.

## 2. Select Policy In-force

Customer Man	agement Portal					
ecent Policies in forcé 🔹					★ Custor	ner information
	Recent A	ctivity			Account Ba	lance: <b>(\$2,</b> 633.97)
See all Polities 🕻	Policy ID	Insured	Invoice ID	Effective Date	Due Date	Balance Due
ecent Submissions •						
kpiring Policies * latements *						
orts: Choose Policy In-force Pending Cancellation Cancelled	-				All C	Doen Invoices >

Under Reports select "Policy In-force."





## 3. Search for Insured Record

ту	Ris Cus	sk Placeme tomer Management Po	ent Service	s, Inc	Logged in as I	
Poli	icy In-forc	е				
	Named Insured	Effective Date Expi	ration Date Coverage	Policy Status	Risk Company	Premium
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	12300					1 - 10 of 24 items
					Grand T	otal: \$50,285.04
< R	Return to Report List	A Home Page			🔁 Export to PDF 📑 Ex	port to Excel
		0	2016 Risk Placement Services,	, Inc. All rights reserved.		

Once you find the insured, click the magnifying glass.

### 4. Select Certificates Tab

"" :PS	Risk Customer	Placem Management	ent Servic	es, Inc	Logged in as	
General Information	Schedules	Certificates	Limits & Deductibles	Accounting Summary	Policy Documents	
Certificates fo 25 LIABILITY	r Policy	es	• -	Request a	New Certificate	Return to Report
		Cert Hol	der Name		Name	
Q, View		test			25 LIABILITY	
Q, View		test			25 LIABILITY	

Click on **Request a New Certificate** and fill out info. Once a request is sent, a web template is added to the insured's record. This will allow you to then create your own certificates on the portal. After the web template is added to the record, an **Add a 25 Liability certificate holder** box will appear.

Add a Certi	ficate				
Certificate Type	25 LIABILITY				
Certificate Holder Name	John Smith				
Street Address	Street Address				
Street Address 2	Street Address 2				
City, State, Zip	City	St	Zip		
Email	@ usemame@do	main.com			
Phone Number	# (000) 123-456	7			
Fax Number	(000) 123-455				
Delivery Option	<ul> <li>Deliver the certifi</li> <li>Deliver the certific</li> <li>View the certifical</li> </ul>	cate via ema cate via fax. tes online.	I.		
	The certificate ho	older is an ad	ditional insu	red.	
Special Wording	Will apear in the ce	rtificate's de	scription.		





Knowledge, Relationships, Trust and Confidence.

**RISK PLACEMENT SERVICES, INC.** 

RPSins.com