



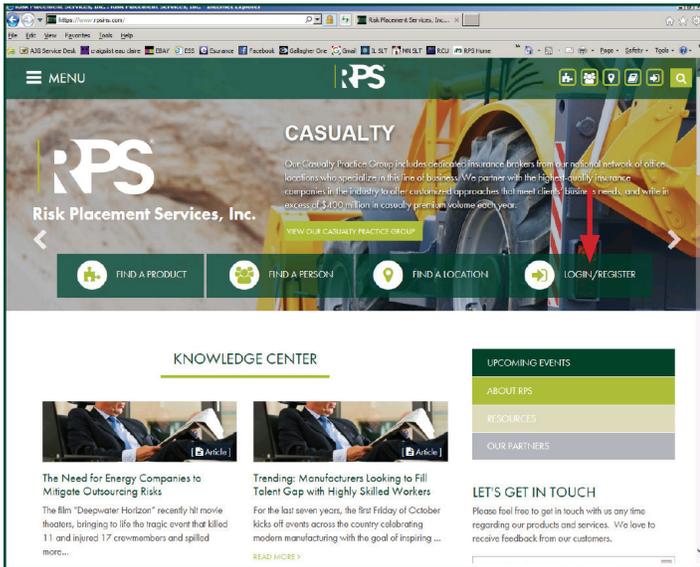
Risk Placement Services, Inc.

Knowledge. Relationships.
Trust and Confidence.

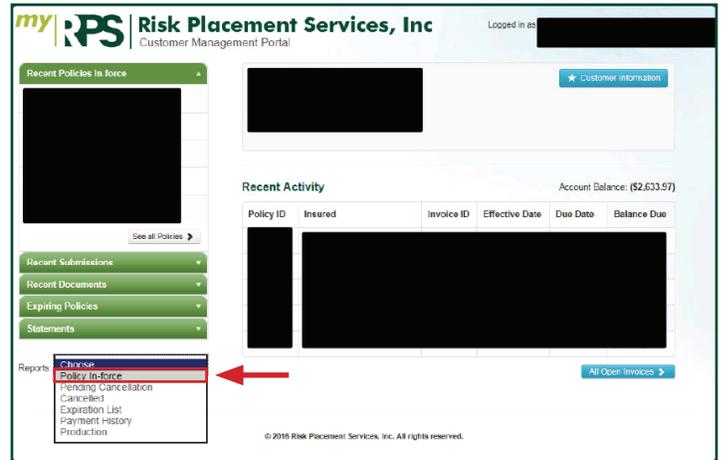
Web Certificates on myRPS Portal



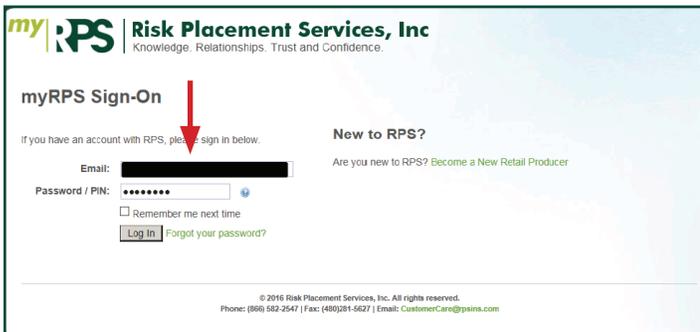
1. Log Into Website



2. Select Policy In-force

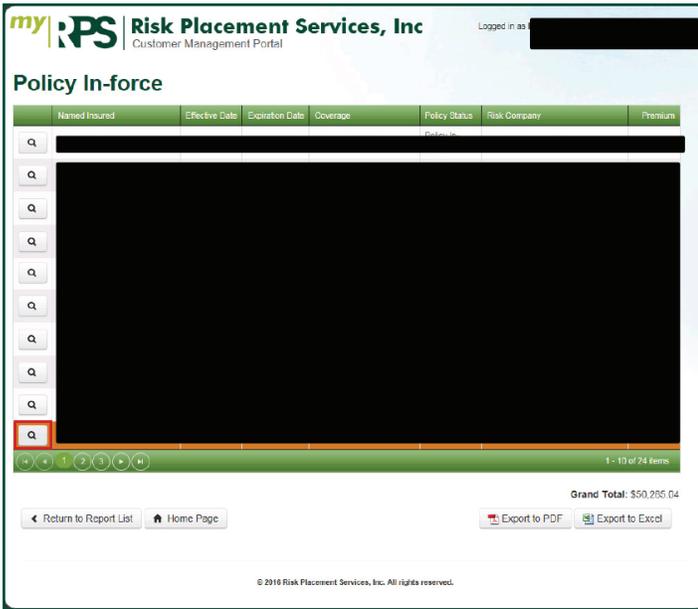


Under Reports select "Policy In-force."



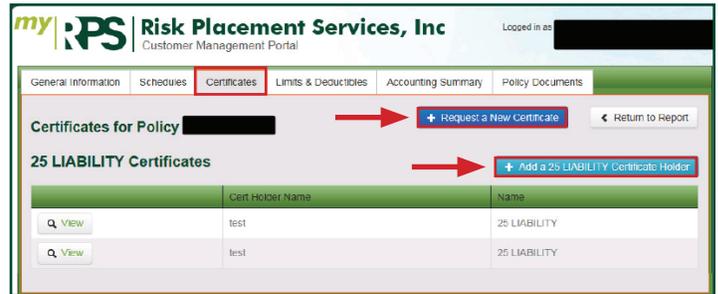
Go to RPSins.com and select "Login/Register." Login with your email and password. If you need a login, please contact CustomerCare@RPSins.com.

3. Search for Insured Record

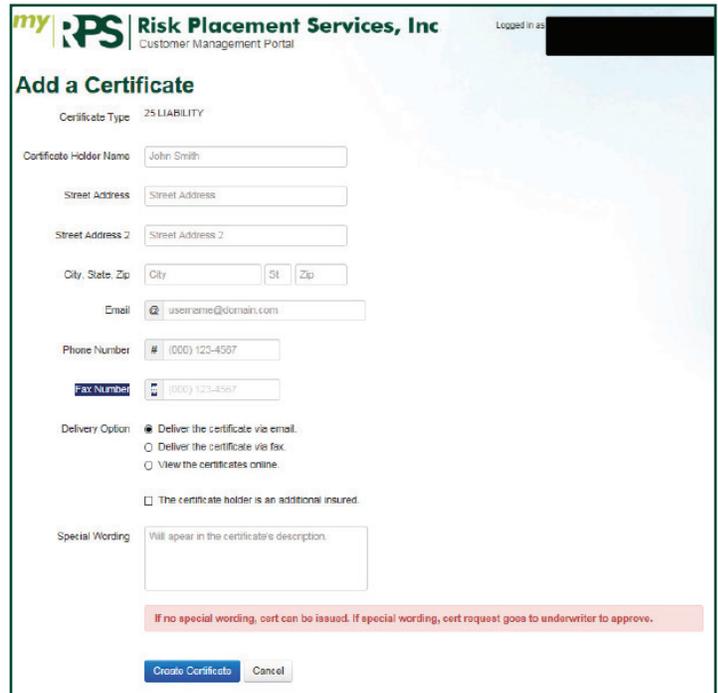


Once you find the insured, click the magnifying glass.

4. Select Certificates Tab



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.





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