Issaquah Highlands Community Association

Go to the Following Website: https://portalhub.csr24.com/mvc/9923593

1. **Enter the Login ID & Password Listed Above**
2. **Click "Issue a Certificate"**
3. **To issue the Certificate of Insurance, Click on PROP/GL/FIDELITY 20xx-xx Term**

   PROP/GL/FIDELITY 20xx-xx

4. **Add Holder**

   ### Add Holder

   ▼ Holder Information

Name	Bank of Anywhere ISAOA/ATIMA
Address	
Line 1	PO Box 1234
Line 2	
Line 3	
Line 4	
City	Bothell
State/Province	WA
Zip/Postal Code	12345
Country	

5. **Complete Holder Specific Portion**

   ▼ Description of Operations

Certificate Portion	
Holder Specific Portion	ENTER UNIT OWNER'S NAME, PROPERTY ADDRESS INCLUDING UNIT #, AND LOAN NUMBER *******************EXAMPLE************************* UNIT OWNER: JOE SMITH AND JANE SMITH ADDRESS: 1234 SUMMER DR, UNIT #999, BOTHELL, WA 12345 LOAN #: 123456789

   Lookup   Spell Check

6. **Add Recipient Info**

   ▼ Recipient 1

Attention	NAME OF RECIPIENT
Subject	Proof of Insurance for NAME OF ASSOCIATION
Message	OPTIONAL NOTE FIELD
Email the Form	☑
Email	RecipientsEmailHere@HUBINTERNATIONAL.COM

7. **Add your email address if you want to receive a copy**

   ▼ Send a One Time Confirmation Copy

Email	YourEmailHere@HUBINTERNATIONAL.COM
Send Me Confirmation	☑

8. **Click Submit and it will be emailed.**
9. **Once you receive the message "The form has been delivered to the following recipients", go to the top of the page and log off.**

QUESTIONS – PLEASE CALL (425) 489-4500