HOW TO SUBMIT A NEW CERTIFICATE IN KWIKCOMPLY
(Instructions specific to Port of Los Angeles contracts)

If you've submitted a certificate to KwikComply on behalf of your client before, selecting the option to edit the certificate will save you time. Editing an existing certificate will auto-generate data onto a new certificate. Data is pre-filled with information from the original certificate selected for editing.

LOGGING IN

1. Using the internet, visit https://kwikcomply.org/.
2. Click **LOGIN** and enter your **Broker ID** and **Password**.
3. Click **LOGIN.**

VIEWING & EDITING A CERTIFICATE

4. To edit or view a certificate you've submitted, click on the **Click Here** tab under the **Edit or View Certificate** Section.
5. A **Document List** with your previously submitted certificates will populate.
6. To **View** a previously submitted certificate, click the corresponding **eye icon** located under the **Actions** column of your Document List.
   a. If the certificate you want to edit does not show in your Document List, click the **Load More** tab to expand the Document List.
   b. Use the **search bar** located under the Submitted Documents title to filter through your previously submitted certificates. Enter a company name or certificate number and then click the **magnifying glass icon** to execute a search.
7. To **Edit** a submitted certificate, click the corresponding **pencil icon** under the Actions column.
   c. NOTE: When submitting an edited certificate, a new Certificate Approval # will be generated.

SECTION 1 – INSURED INFORMATION

8. Check off **Port of Los Angeles** as the **Certificate Holder.**
   a. NOTE: You may select multiple certificate holders.
9. Enter the Insured's Company and Contact information.
10. In addition to POLARiskMgmt@portla.org, include email address of parties whom you'd like to receive a copy of the certificate in the **Add Additional Emails** section.
    a. You and the Insured will automatically be included. There is no need to enter the email addresses again.
11. Click **Next**.

SECTION 2 – NAIC CODE INFORMATION

12. Enter **Insurance Company Names** for all policies you will be submitting. The NAIC code will automatically generate once.
    a. NOTE: Please ensure to select the insurance company name from the dropdown options so the NAIC code is generated.
13. If submitting General Liability, check off the **Include General Liability Coverage** box.
14. Click **Next**.

SECTION 3 – GENERAL LIABILITY
(If submitting General Liability)

Check off the box for the appropriate **additional insured endorsement form** OR

15. Select **Other**, and enter the specific endorsement number.
16. Click **Endorsement Notice** and read the **Terms and Condition**.
17. Check off the **I Accept** box.
18. Click **Next**.

SECTION 4 – LAUNCH FORM
(This section is titled "Section 3" if General Liability is not being submitted)

An Acord 25 Certificate of Insurance will generate with the Certificate Holder, Producer, Insured and Insurer sections populated. Complete the remaining policy information in the body of the certificate. Any miscellaneous information can be input in the Description of Operations section.

NOTE: if you did not click the Include General Liability Coverage box in Step 13 above, you will not be able to input General Liability policy information.

PORT OF LOS ANGELES CONTRACTS

The following details are general requirements for Port of Los Angeles contracts. To ensure the policy(ies) being submitted comply with the contract(s), please refer to the detailed Indemnification and Insurance language of the contract(s).

ADDITIONAL INSURED
Where the coverage below is required under Port of Los Angeles contracts, additional insured status for *City of Los Angeles Harbor Department* (aka Port of LA)*, its officers, agents and employees* is also required by endorsement CG 2010 or equivalent. Where applicable, please ensure the policy(ies) you are submitting include such status and enter a "Y" in the "ADDL INSD" column accordingly, and upload the endorsement via step 23 below.

- Aircraft Liability
- Auto Liability
- Charterer's Legal Liability
- General Liability
- Liquor Liability
- Pollution Liability
- Protection & Indemnity
- Pyrotechnic Liability

If entering policy information in the description of operations section, additional insured status, where applicable, should be noted.

WAIVER OF SUBROGATION
Where Workers' Compensation is required under Port of Los Angeles contracts, a waiver of subrogation is required in favor the *City of Los Angeles Harbor Department* (aka Port of LA). Where applicable, please ensure the policy(ies) you are submitting include such status and enter a "Y" in the "SUBR WVD" column accordingly, and upload the endorsement via step 23 below.

LOSS PAYEE
Where Property Insurance is required under Port of Los Angeles contracts, the *City of Los Angeles Harbor Department* (aka Port of LA) should be listed as Loss Payee, and reference should be made in the Description of Operations section, and upload the endorsement via step 23 below.

19. To edit any pre-populated information, click **Go Back**.
20. To save your document and continue later, click **Save All**. You can then exit the system and access the document when logging back in. See step 4 above. Otherwise, click **Submit Form**.

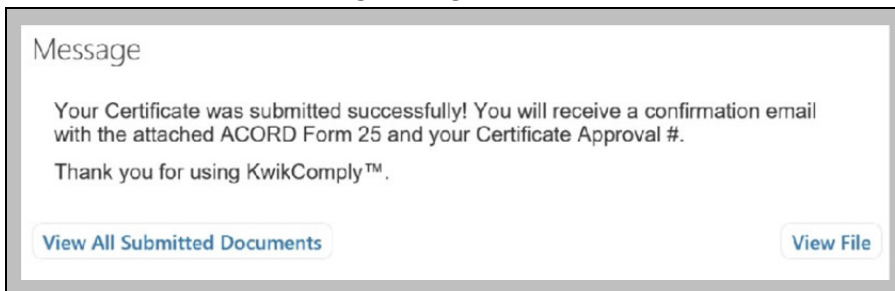## UPLOAD ENDORSEMENTS AND ANY ADDITIONAL FILES

DO NOT upload a copy of the certificate of insurance. Examples of documents that can be uploaded include endorsements and policy reinstatement/cancellation notices.

NOTE: Where additional insured status, waiver of subrogation and/or Loss Payee status is required, the applicable endorsement(s) must be uploaded. For Port of LA contracts, endorsements must specify that the Port of LA is on the schedule and **blanket language is not compliant**. See "PORT OF LOS ANGELES CONTRACTS" above for the Organization name(s) to be used.

21. If you do not have any files to upload, click **Next** and this should complete your submission.
22. If you have files to upload:
    a. Click **Select files...**
    b. Navigate to the files to upload and click **Open**.
    c. When finished selecting all files to be uploaded, click **Next** and this should complete your submission.

WHAT'S NEXT?

1. You will receive the following message:

Message

Your Certificate was submitted successfully! You will receive a confirmation email with the attached ACORD Form 25 and your Certificate Approval #.

Thank you for using KwikComply™.

View All Submitted Documents   View File

2. Click **View Files** to view your certificate submission, and any documents you uploaded.
3. Click **View All Submitted Documents** to view every certificate you've submitted using KwikComply.
4. A confirmation email will be sent to you from LACAO.riskmgmt@kwikcomply.org. The email will include:
    a. A 7-digit **Certificate Approval (CA)#**.
    b. A PDF copy of the Certificate of Insurance. If you selected multiple certificate holders, multiple certificates will be attached.
    c. An internet link to any additional documents you uploaded.

IS THE CERTIFICATE APPROVED?

To confirm compliance and approval, **Email the Certificate Approval number** to

POLARiskMgmt@portla.org for verification.

If you do not receive a confirmation email, search for your submission by entering the **Insured Name** via

https://kwikcomply.org/Home/Lookup, and clicking **SEARCH**. Documents will be downloadable under the **Files** column. Find the Certificate Approval number under the **Certnumber** column.

CONTACT US

TECHNICAL SUPPORT

For technical support with KwikComply, please contact City of Los Angeles' City Administrative Office (CAO) Risk Management Department at 213-978-7475 or via email to cao.riskmgmt@lacity.org.

CONTRACTUAL INSURANCE REQUIREMENTS

For questions, comments, and/or concerns related to insurance requirements under Port of Los Angeles contracts, contact the Port of Los Angeles Risk Management Division at 310-732-3758 or via email to POLARiskMgmt@portla.org.