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

LOGGING IN
1. Using the internet, visit https://kwikcomply.org/.
2. Click LOGIN and enter your Broker ID and Password.
3. Click LOGIN.
4. To continue a certificate you’ve saved, click Resume Last Session under the Submit New Certificate. Otherwise,
5. Click ACORD Form 25 under Submit New Certificate.

SECTION 1 – INSURED INFORMATION
6. Check off Port of Los Angeles as the Certificate Holder.
   a. NOTE: You may select multiple certificate holders.
7. Enter the Insured’s Company and Contact information.
8. 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.
9. Click Next.

SECTION 2 – NAIC CODE LOOKUP
10. 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.
11. If submitting General Liability, check off the Include General Liability Coverage box.
12. Click Next.

SECTION 3 – GENERAL LIABILITY
   (If submitting General Liability)
13. Check off the box for the appropriate additional insured endorsement form OR
14. Select Other, and enter the specific endorsement number.
15. Click Endorsement Notice and read the Terms and Condition.
16. Check off the I Accept box.
17. 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.
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NOTE: if you did not click the Include General Liability Coverage box in Step 10 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 22 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 22 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 22 below.

18. To edit any pre-populated information, click Go Back.
19. 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,
20. 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.

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:
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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 Image]

   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.