

Cedar Ridge Condominium Association

LOGIN ID: CedarRidge
PASSWORD: CEDARID-11



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 | <div>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</div> <div>Lookup Spell Check</div> |

6. Add Recipient Info

▼ Recipient 1

| | |
|----------------|--|
| Attention | NAME OF RECIPIENT |
| Subject | Proof of Insurance for NAME OF ASSOCIATION |
| Message | <div>OPTIONAL NOTE FIELD</div> |
| Email the Form | <input checked="" type="checkbox"/> |
| 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 | <input checked="" type="checkbox"/> |

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