

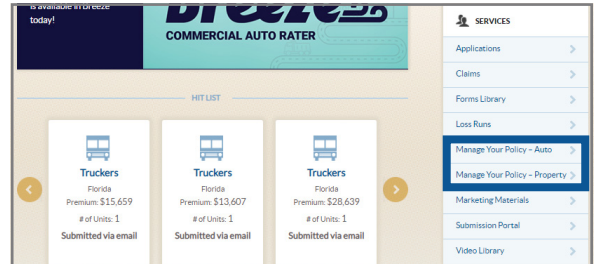
MANAGE YOUR POLICY (MYP)

CERTIFICATE FAQs



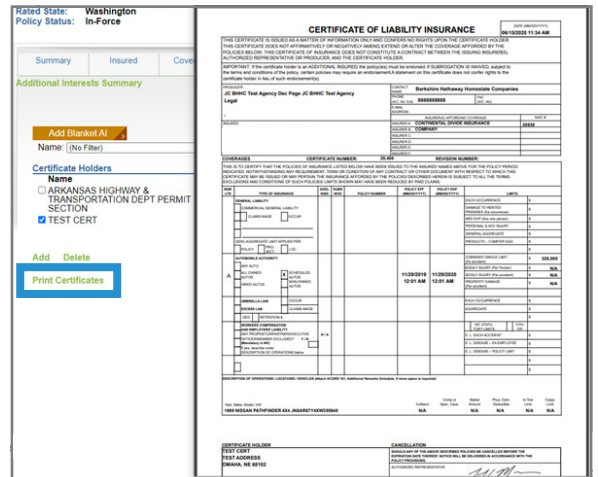
ACCESSING MYP

MYP for Auto or Property can be found on the Services menu after logging in at bhhc.com.



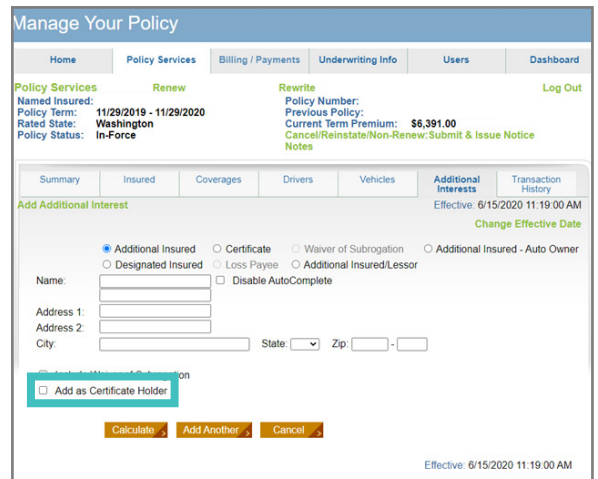
PRINTING AN EXISTING CERTIFICATE

If a certificate is already on the policy you can simply select the applicable certificate and elect print certificates.



INCLUDE ADDITIONAL INTEREST AS A CERTIFICATE HOLDER

While adding an additional interest (AI, WOS, Loss Payee, etc.), there should be an option below to "Add as a Certificate Holder". This will automatically add a certificate with the same information as the AI.



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ADDING A CERTIFICATE

1. Go to the Additional Interests Tab for the applicable policy
2. Select Add
3. Select Certificate
4. Add the correct information (if the new certificate holder is already an additional insured, you can select the applicable "Certificate Options" which will prepopulate the name/address, and also include wording on the certificate indicating that the certificate holder is also an additional interest on the policy)
5. Select Calculate

6. Submit Endorsement
7. Once the endorsement has been submitted the changes will be reflected in MYP and a pdf copy of the certificate will automatically generate

8. If a certificate doesn't print, check to see if the pop up blocker is stopping the certificate from printing (there should be an option in the browser that allows pop ups for this page)

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