



Log in instructions

# Client Access for Condo Certificate Generation Reference Sheet



It's easy to obtain a certificate of insurance for a condominium association's master insurance program.

Follow a few easy steps, and you can generate and print a certificate of insurance from your computer.

The new method of multi-factor authentication is being added to this site to increase security. Each individual will need to re-register in order to access this program and create a certificate of insurance. [Click here](#) for more information on multi-factor authentication.

## Step 1

1 Site: <https://eviewcerts.alliant.com/condoLogin.jsp>

2 Click the link to Register

**Alliant**

**CondoCerts Website**

The CondoCerts website allows you to easily manage certificates for your company.

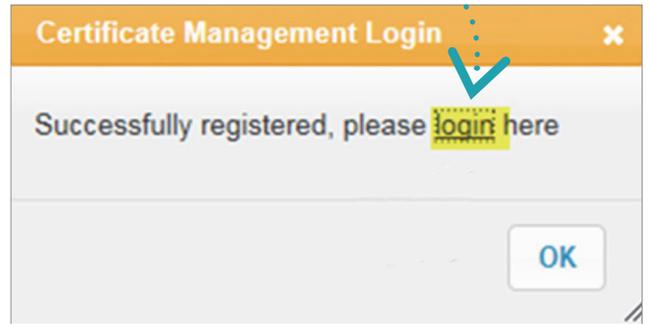
Login Register

**Multi-Factor Authentication (MFA) now required for all eView users. All eView users must first register with InsureID to access eView. For additional information: [Alliant Software IT Department](#)**

- 3 Complete the information on the pop-up form
  - a. Password requirements

The 'Request Account' form contains the following fields: First Name\*, Last Name\*, E-Mail\*, Phone\*, Extension, Fax, New Password, and Confirm Password. At the bottom, there are 'OK' and 'Cancel' buttons.

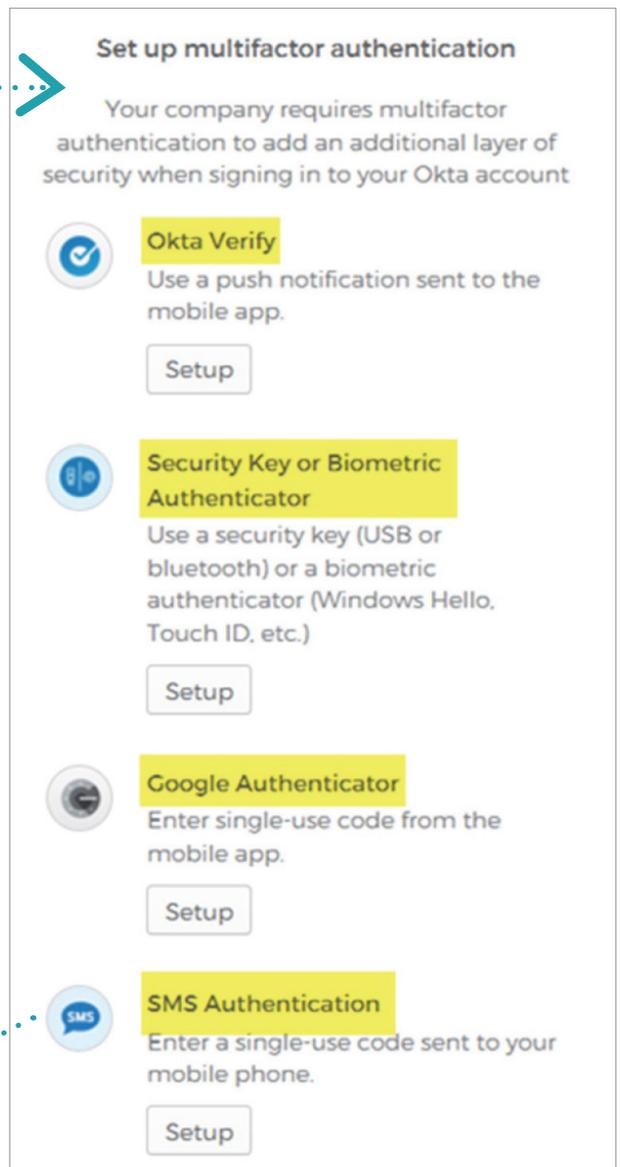
- 4 You will receive a successfully registered message
  - Click **Login** for next steps



- 5 The OKTA login page will display
  - a. Username: your email address entered on the previous screen
  - b. Password: enter the password entered on the previous screen
  - c. Click **Sign In**

- 6 The OKTA multi-factor authentication page will display
  - a. Select the preferred option for the second authentication method and click **Setup**

- 7 Complete the additional information based on the option selected
  - a. Example: selecting SMS authentication will ask for the number where the code will be sent
  - b. Once the option is completed, hit **Finish** and it will log you into the eview certificate program



The Okta SMS authentication screen shows a dropdown menu for 'United States', a 'Phone number' field containing '+1 3125551212', and a blue 'Send code' button. A 'Back to factor list' link is at the bottom left. A green arrow points to the 'Send code' button.

## Step 2

- 1 Once you are logged in to the system, enter the first few characters of the association name or address
- 2 Click on the association name when it appears in the list

**Search for Association**

Type the association name or address in the box below to search for your association.

Click on the name of your association to request a certificate.

Search

	Association	Address	City	State	Zip
<input type="radio"/>	Association name here	Address here	Chicago	IL	60611
<input type="radio"/>	Association name here	Address here	Chicago	IL	60611

## Step 3

- 1 Enter applicable information in the fields on the screen that are necessary for the certificate
  - a. A copy of the certificate will automatically be sent to the individual logged into the system, unless you deselect the option "Email this certificate to me (name@email.com)"
  - b. To add a new holder, start typing in the information or select the **New Holder** button
  - c. To select an existing holder, click the **Select Holder** button in the "Certificate Holder" section, and search by typing in the first part of the name of the holder. Select the holder when it appears, and it will prefill the holder information

Association Information		Certificate ID	108541
<input type="text"/>		Template	CONDO CERTIFICATE
Chicago, IL 60611		Email	<input checked="" type="checkbox"/> Email this certificate to me
Unit Owner		Certificate Holder/Mortgage Clause	
Name(s) on Mortgage	<input type="text"/>	<input type="button" value="Select Holder"/> <input type="button" value="New Holder"/>	
Address 1	<input type="text"/>	Name	<input type="text"/>
Address 2	<input type="text"/>	Acronym	<input type="text"/>
City	Chicago	Address 1	<input type="text"/>
State	IL <input type="text"/>	Address 2	<input type="text"/>
Zip	60611	City	<input type="text"/>
Phone	<input type="text"/>	State	IL <input type="text"/>
Email	<input type="text"/>	Zip	<input type="text"/>
Unit No.	<input type="text"/>	Phone	<input type="text"/>
Loan No.	<input type="text"/>	Fax	<input type="text"/>
		Email	<input type="text"/>

## Step 4

### 1 Click **Get Certificate**

- a. A preview of the certificate will show in the window, and the user and the email address in the "Certificate Holder" section will be emailed the certificate
  - The user can opt out of receiving a copy of the certificate
  - From the preview screen, the user can save or print from that window
- b. To get another certificate, click **Get Another Certificate** or **Associations** in the upper right

The Condo Team is always available to assist you with obtaining certificates of insurance.

#### **For further information or assistance, please contact us:**

Email: [condocerts@alliant.com](mailto:condocerts@alliant.com)

Certificate Hotline: (312) 595-8109

Team Fax: 312.595.4331

#### **About Alliant Insurance Services**

Alliant Insurance Services is the nation's leading specialty broker. In the face of increasing complexity, our approach is simple: hire the best people and invest extensively in the industries and clients we serve. We operate through national platforms to all specialties. We draw upon our resources from across the country, regardless of where the resource is located.