



# ADP® Certificates Manager

Easy, fast and accurate certificates of insurance, how and when you need them!

## Imagine if it were easier to:

- ✓ Submit proposals or bid packages on-time
- ✓ Provide necessary paperwork to gain access to customers' job sites
- ✓ Edit and renew your certificates anytime

## Real-time access to proof of insurance documents can help you run your business smoothly.

As an Automatic Data Processing Insurance Agency, Inc. (ADPIA®) client for workers' compensation insurance, utilizing ADP's Pay-by-Pay® Premium Payment Program, you will be able to create and manage certificates of insurance you might need for your own clients and prospects, directly from your online ADP® payroll platform.<sup>1</sup>

### Certificates Manager can help you:

- ✓ CREATE certificates of insurance in real-time<sup>2</sup>
- 🔦 ACCESS certificates of insurance 24/7
- ✚ ADD your client's or prospects specific information as the certificate holder
- 📄 RENEW expired certificates for your clients and prospects
- 📧 SEND certificates directly to your clients or prospects.

## Get started today!

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<sup>1</sup> Only available to ADP Payroll clients using RUN powered by ADP® or Workforce Now version 9 or higher, along with ADP's Pay-by-Pay® Premium Payment Program for Workers' Compensation. Not available to Teledata clients.

<sup>2</sup> Excludes specific waivers of subrogation and other special requirements that may be needed in a certificate of insurance. A blanket waiver of subrogation will be available to apply if already applicable on your policy. You must contact ADPIA's licensed service agent, if your request for a certificate of insurance requires a specific waiver of subrogation. Additional fees and premium may apply.

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