

# STEP by STEP

CLUB/TEAM/ASSOCIATION - OHF

Certificate of Insurance Request Process

CLUB/TEAM/ASSOCIATION clicks on their branch's URL link

Once the COI Request is submitted, the M/P will approve it before the BRANCH does and then BFL will issue the COI.

Once issued, the certificate will be sent to the BRANCH who will forward it to the M/P then to the CLUB/TEAM/ASSOCIATION.

The process can take up to 5 business days.

CLICK ON [« Submit a Certificate of Insurance Request »](#)



## BFL CANADA Certificate Of Insurance Request



[\*\*Submit a Certificate of Insurance Request\*\*](#)

Fill out the fields and CLIC ON « NEXT »

## BFL CANADA Certificate Of Insurance Request



Sports Home

**Contact:** *(required)*

BFL

**Phone:** *(required)*

1-888-123-4567

**Email:** *(required)*

Sports@bflcanada.ca

**Certificate Language:**

English

**Association:**

REQUEST

**Club:**

**Certify To:** *(required)*

THE CITY/ARENA (THIRD PARTY)

**Address:**

Street 1

Street 2

City

-- Province --

POSTAL CD

Liquor Liability

Next

The contact information is to reach the « requester » in case we have questions before issuing the COI

# BFL CANADA Certificate Of Insurance Request



Association:

REQUEST

Club:

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact:

BFL

Phone / Email:

1-888-123-4567

Sports@bflcanada.ca

Liquor Liability

Certify To:

THE CITY/ARENA (THIRD PARTY) ( )

Edit

Delete

Add a Certify To

Event(s):

Add an Event

Location:

Add a Location

Additional Insured:

Add an Additional Insured

Upload Files:

(DOC/XLS/PDF) 4MB limit

Browse...

No files selected.

Save Changes and Submit

The « Certify to » area is already filled in. You can EDIT or DELETE if needed. If you want to add another one, click on « Add a Certify To »

# BFL CANADA Certificate Of Insurance Request



**Association:** REQUEST

**Club:** ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

**Contact:** BFL

**Phone / Email:** 1-888-123-4567 Sports@bflcanada.ca  Liquor Liability

**Certify To:** THE CITY/ARENA (THIRD PARTY) ( ) Edit Delete

Add a Certify To

**Event(s):**

Add an Event

Click on « Add an Event » and fill out the information.

**Location:**

**Addit**

**Uplo:**  
**(DOC**

Type: EVENT

Description: DRYLAND / FLOOR HOCKEY

If -- OTHER -- event description is selected, enter it here.

Start Dt: (mm/dd/yyyy) 08/27/2016

End Dt: (mm/dd/yyyy) 08/28/2016

Add Cancel

Choose a « Description » from the drop down menu  
Select dates by clicking on the calendar icon,  
Click on « Add »

# BFL CANADA Certificate Of Insurance Request



Association:

REQUEST

Club:

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact:

BFL

Phone / Email:

1-888-123-4567

Sports@bflcanada.ca

Liquor Liability

Certify To:

THE CITY/ARENA (THIRD PARTY) ( )

Edit

Delete

Add a Certify To

Event(s):

Add an Event

Location:

Add a Location

Click on « Add a Location »  
and fill out the information.

Additional Insured:

Location

*Enter Description Here*

Add

Cancel

Fill out the location name  
and/or address,  
Click on « Add »

# BFL CANADA Certificate Of Insurance Request



Association: REQUEST  
Club: ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING  
Contact: BFL  
Phone / Email: 1-888-123-4567 Sports@bflcanada.ca  Liquor Liability  
Certify To: THE CITY/ARENA /THIRD PARTY ( )

Fill out the Additional Insured name, Click on « Add »

Name:

Additional Insured:

Upload Files: (DOC/XLS/PDF) 4MB limit  No files selected.

Click on « Add an Additional Insured» and fill out the information.

# BFL CANADA Certificate Of Insurance Request



Association:

REQUEST

Club:

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact:

BFL

Phone / Email:

1-888-123-4567

Sports@bflcanada.ca

Liquor Liability

Certify To:

THE CITY/ARENA (THIRD PARTY) ( )

Edit

Delete

Add a Certify To

Event(s):

Add an Event

Location:

Add a Location

Additional Insured:

Add an Additional Insured

Upload Files:

(DOC/XLS/PDF) 4MB limit

Browse...

No files selected.

Save Changes and Submit

If you need to attach a contract or any other document to your request, you can by clicking on « Browse » and choose your file from your documents. Click on « Save Changes and Submit »