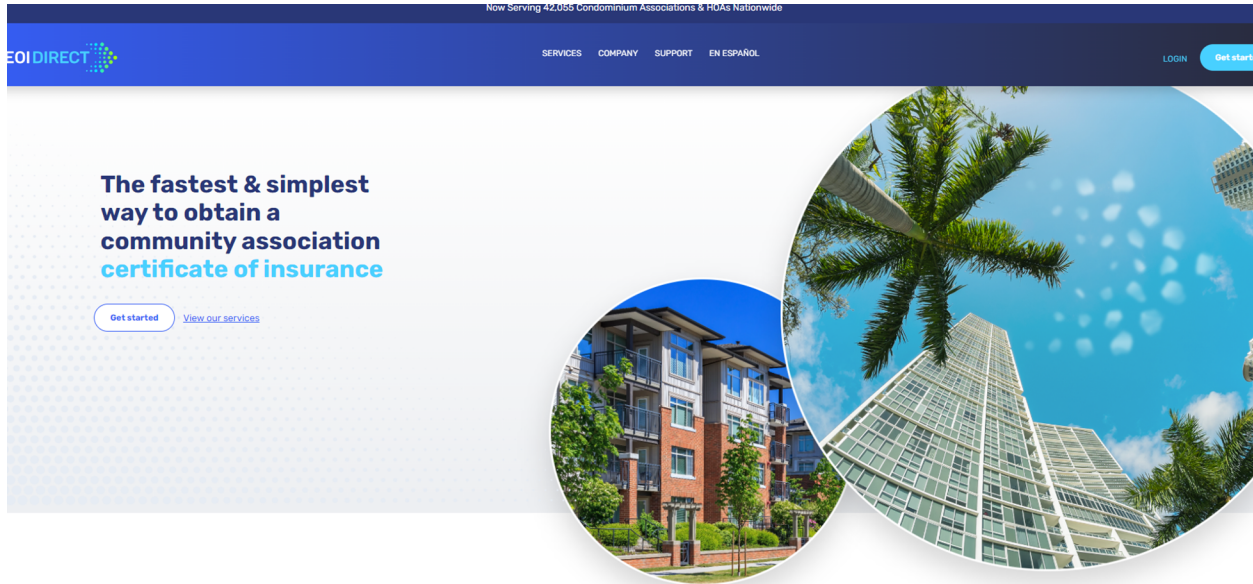


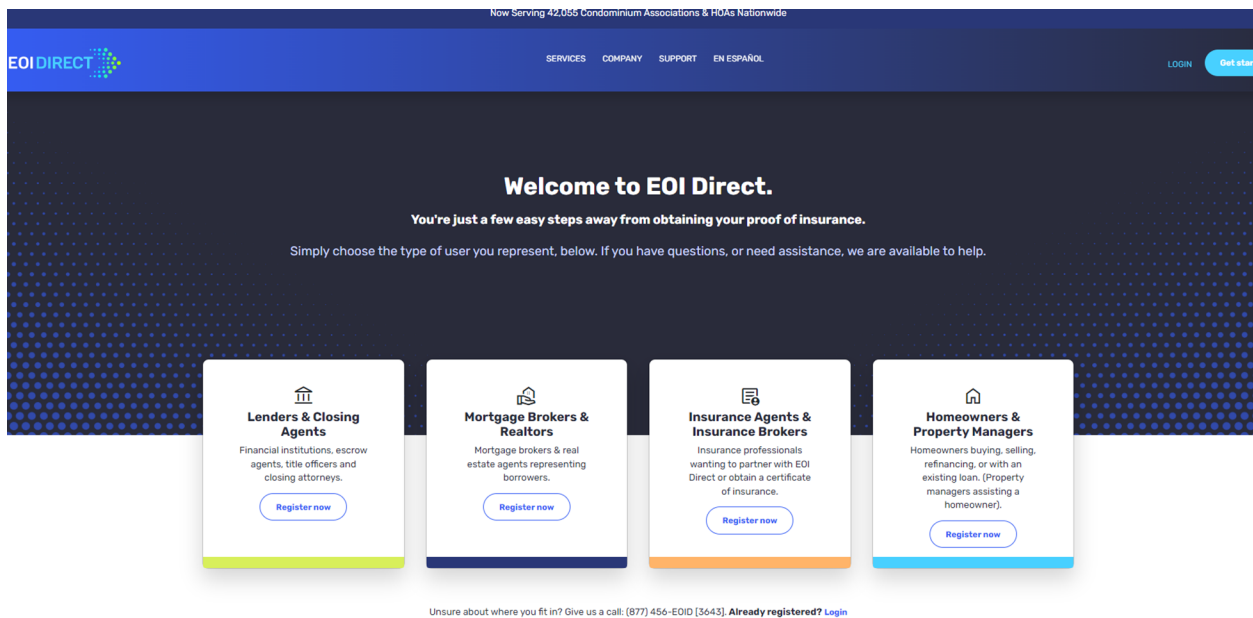
EOI Direct Instructions for Ordering a COI via eoidirect.com

(If you already have an account, skip to Step 6)

1. Select 'Get Started'.



2. Select 'Register Now' in the 'Homeowners & Property Managers' tab. If you already have an account, select 'Log In' at the bottom of the page.



3. Enter your information. Make sure 'Homeowner or Property Manager' is selected.



1 Profile Info

2 Email Confirmation

3 Contact Info

Register

Profile Information

* Required Fields

I am a...

- ☒ lender or closing agent
- ☐ insurance agent or insurance broker
- ☐ homeowner or property manager
- ☐ mortgage broker or realtor

☒ Homeowner or Property Manager

Homeowners buying, selling, refinancing, or with an existing loan. (Property managers assisting a homeowner).

Next

4. Go to your email to activate account.



1 Profile Info

2 Email Confirmation

3 Contact Info

Register

Email Confirmation



An activation email was sent to the email address that you provided. Please click on the link in that email. In order to safeguard your account, the link will expire in two hours.

"I never received the confirmation email."

- The confirmation email may take up to 10 minutes to arrive.
- Please check your spam folder or search for an email from help@eoidirect.com.
- If you still can't locate the confirmation email, please call Customer Service at 877-456-3643.

5. Fill in your information

1 Profile Info

2 Email Confirmation

3 **Contact Info**

Complete your registration

Contact Information

* Required Fields

First Name* First	Last Name* Last
Phone*	Fax
Address*	City*
State* Please select	Zip*

☐ I am a homeowner or unit owner

☐ I am a property manager assisting a homeowner

Mailing Address

☐ Same as above.

6. Log in to your account

EOI DIRECT

Login to EOI Direct

Please provide your login credentials

* required field

Email*
Password*

[Forgot password?](#)

Login

7. Select 'Evidence of Insurance: Order a certificate of insurance.'



CONTROL CENTER

-  [Evidence of Insurance](#): Order a certificate of insurance.
-  [Pay For a Previous Order](#): Complete a certificate of insurance order that is awaiting payment.
-  [History](#): View previous orders.
-  [Account Profile](#): Edit your account profile and change your password.
-  [Orders Pending](#): View submitted orders that are pending third party payment.

8. Enter your association name



FIND YOUR ASSOCIATION

Please enter the Homeowners Association and corresponding State below. If the complete association name does not give a match, try limiting the search to a single key word in the association name.

*Association Name  [No Results?](#)

*State

9. Select 'Order Certificate.'



FIND YOUR ASSOCIATION

Find your association then click Order Certificate to create a certificate of property insurance.

Association Name	
[REDACTED]	Order Certificate

[New Search](#)

Need help or have questions? Call us toll free at 877-456-3643.

[Control Center](#)

[EOI Direct.com](#)

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10. IF PURCHASING A NEW HOME: Select the 1st option

11. IF UPDATING LENDER ON INSURANCE INFORMATION: Select the 4th option



ORDER INFORMATION

Certificate Reason:

- ☐ I am purchasing a new home and my lender is asking for a copy of my current insurance policy.
- ☐ I am refinancing or participating in a loan modification program, and my lender is asking for a copy of my current insurance policy.
- ☐ I am getting an additional line of credit and my lender is asking for a copy of my current insurance policy.
- ☒ I received a letter from my lender requesting an annual update of my insurance policy. (Your lender may indicate they will be purchasing, or have purchased, insurance on your behalf).
- ☐ I need a generic summary for my personal records. (This certificate only includes general coverages for your association and does not include your name or lender information).

[Continue](#)

12. Enter your last name and loan number (skip this step if you are purchasing a new home)



ORDER INFORMATION

Please enter the following data to locate your renewal certificate in our database:

Association: [REDACTED]

Borrower Last Name:

Loan Number:

[Back](#)

[Continue](#)

Need help or have questions? Call us toll free at 877-456-3643.

[Control Center](#)

[EOI Direct.com](#)

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13. Enter your information AND your lender's information



ORDER INFORMATION

We are searching our database for your renewal transaction. Please help us find your transaction by completing the additional information below.

Association Name: [REDACTED]

Property Owner/Buyer Information

*First Name

*Last Name

Named Insured Vesting optional

Type homeowner/borrower first name and last name again if entering vesting information (e.g. John Doe, a single man).

If Homeowner/Borrower vesting is too long to fit on this form, click [HERE](#) to create a vesting overflow page.

*Property Address

*City

*State - Select One -

*Zip:



*Property Address
*City
*State
*Zip:

Lender Information (Certificate Holder)

*Company Name
Loss Payee optional
*Certificate Holder Order
*Loan Number
*Address
*City
*State
*Zip:

14. Input your email for free email delivery of the requested certificate of insurance. *(Please Note: if you are purchasing a new home, there will be a one-time fee of \$29.95 associated with ordering a certificate)*



ORDER INFORMATION

Delivery Instructions:

☒ Email
\$0.00 (USD)

☐ Fax
\$0.00 (USD)

☐ Postal Mail
\$39.95 (USD) City:
State:
Zip:

CC Email: