

Instructions: Print or Resend a Previously Issued Certificate of Insurance

BCH makes it easy to access your existing certificates of insurance.

Step 1: Log in to your **BCH 24** account.

Step 2: Select “Certificates of Insurance” from the Service menu.

Step 3: In the “Find” section of the certificate selection list, check the button for “Previously Issued Certificates.”

Step 4: A list should appear. Locate your desired certificate and select the “Preview” Acrobat icon.

Step 5: If you wish to resend, click on the holder name and select “Submit Request” on the upper left-hand side.

Step 6: Update delivery information if necessary.

(Please Note: If “View on Screen” is selected, you must ensure pop-up blockers are disabled before proceeding to Step 7.)

Step 7: Select “Submit Request” to send a copy of the certificate to all recipients indicated.