

Ellington Owners Association/First and Broad Building Association



LOGIN ID: EllingtonFirst

PASSWORD: Broad-1

Go to the Following Website: <https://portalhub.csr24.com/mvc/9923593>

1. Enter the Login ID & Password Listed Above
2. Click "Issue a Certificate"
3. To issue the Certificate of Insurance, Click on PROP/GL/FIDELITY



[PROP/GL/FIDELITY](#) 20xx-xx

4. Add Holder

Add Holder

▼ Holder Information

Name	Bank of Anywhere ISAOA/ATIMA
Address	
Line 1	PO Box 1234
Line 2	
Line 3	
Line 4	
City	Bothell
State/Province	WA
Zip/Postal Code	12345
Country	

5. Complete Holder Specific Portion under Description of Operations

▼ Description of Operations

Certificate Portion	
Holder Specific Portion	<p>ENTER UNIT OWNER'S NAME, PROPERTY ADDRESS INCLUDING UNIT #, AND LOAN NUMBER -----EXAMPLE----- UNIT OWNER: JOE SMITH AND JANE SMITH ADDRESS: 1234 SUMMER DR, UNIT #999, BOTHELL, WA 12345 LOAN #: 123456789</p> <p><input type="button" value="Lookup"/> <input type="button" value="Spell Check"/></p>

6. Add Recipient Info

▼ Recipient 1

Attention	NAME OF RECIPIENT
Subject	Proof of Insurance for NAME OF ASSOCIATION
Message	OPTIONAL NOTE FIELD
Email the Form	<input checked="" type="checkbox"/>
Email	RecipientsEmailHere@HUBINTERNATIONAL.COM

7. Add your email address if you want to receive a copy

▼ Send a One Time Confirmation Copy

Email	YourEmailHere@HUBINTERNATIONAL.COM
Send Me Confirmation	<input checked="" type="checkbox"/>

8. Click Submit and it will be emailed.
9. Once you receive the message "The form has been delivered to the following recipients", go to the top of the page and log off.

QUESTIONS – PLEASE CALL (425) 489-4500