



AND



HOW TO MANUAL

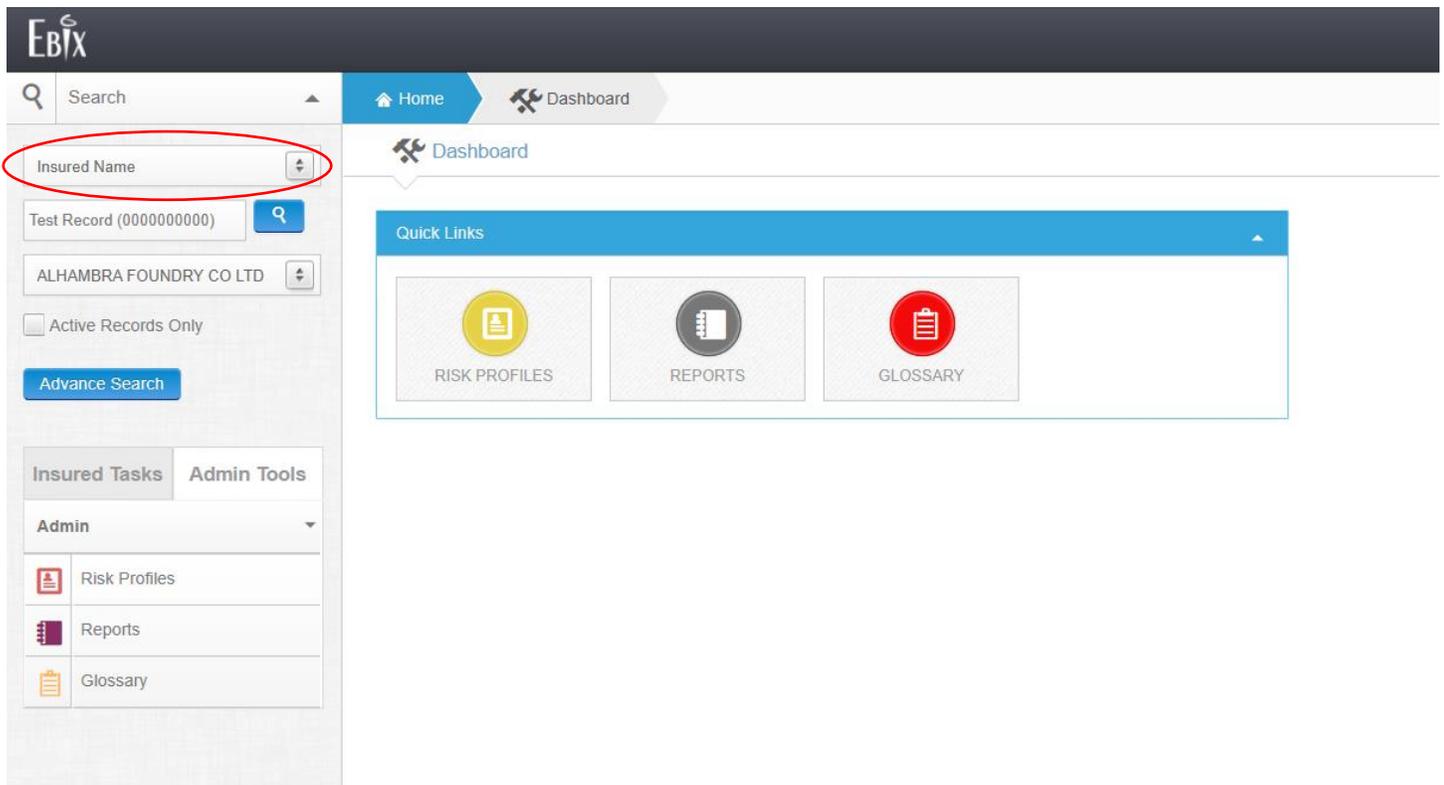


LOGIN: COVINSURANCE

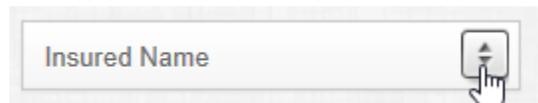
PASSWORD: Insurance\$1

<https://www.ebixcerts.com>

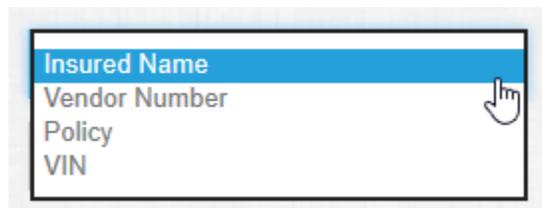
This is the first screen that you will see upon logging in.



To search for a specific vendor, click on the arrow (drop down menu) noted

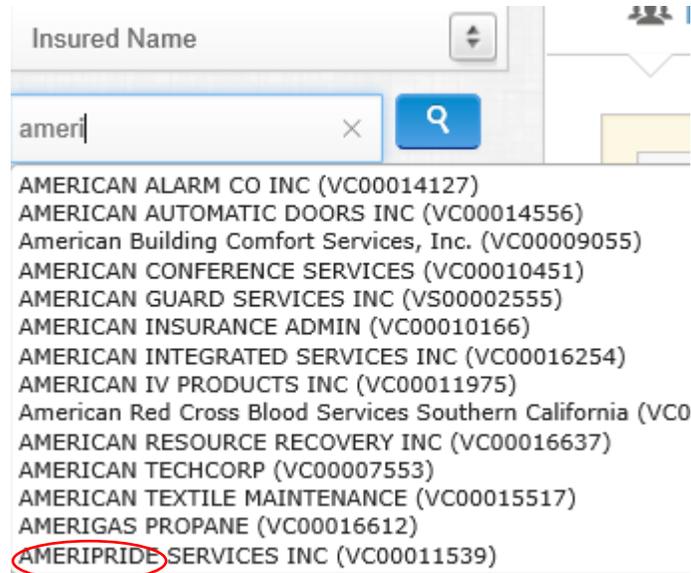


You will be given the following choices:



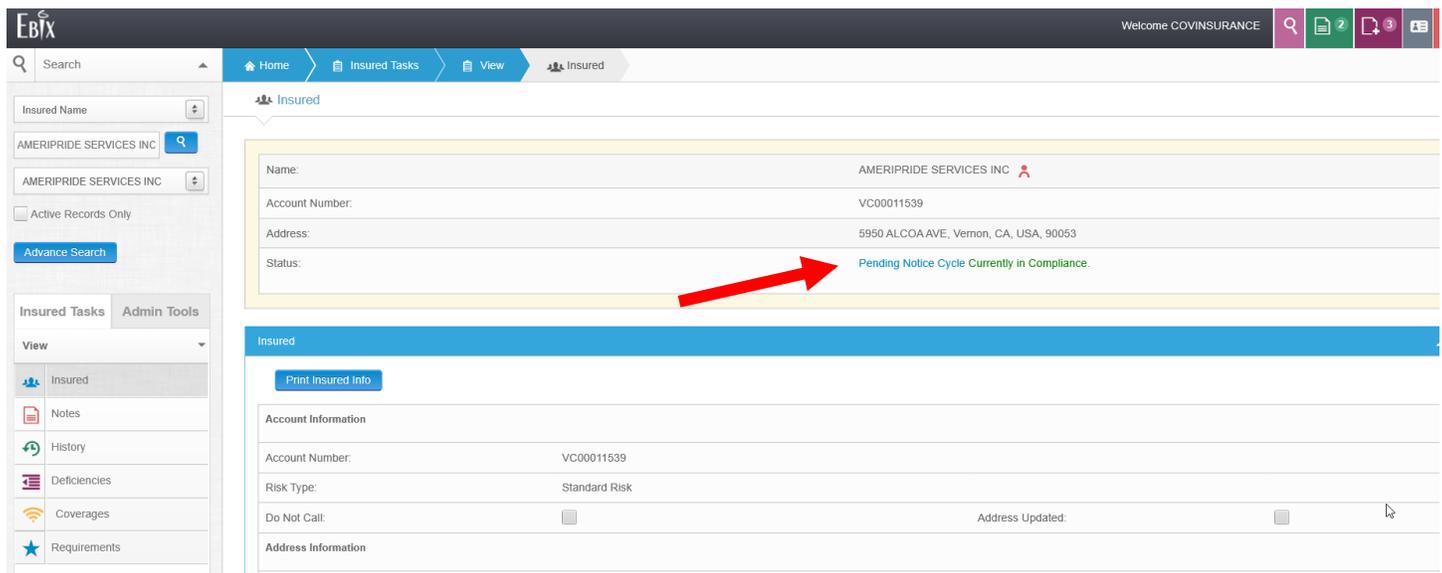
- Insured Name will allow you to search for the vendor by name.
- Vendor Number will allow you to search for vendor by their vendor id. The vendor number will correspond with our VCFMS Vendor ID.

Choose how you want to search – by vendor or vendor id. In this example I am searching for Ameripride. As you start typing the vendors name a drop down of available choices populate:



You can continue to type the rest of the name, or you can just click on one of your choices.

When you click on the vendor you want you will get this screen:



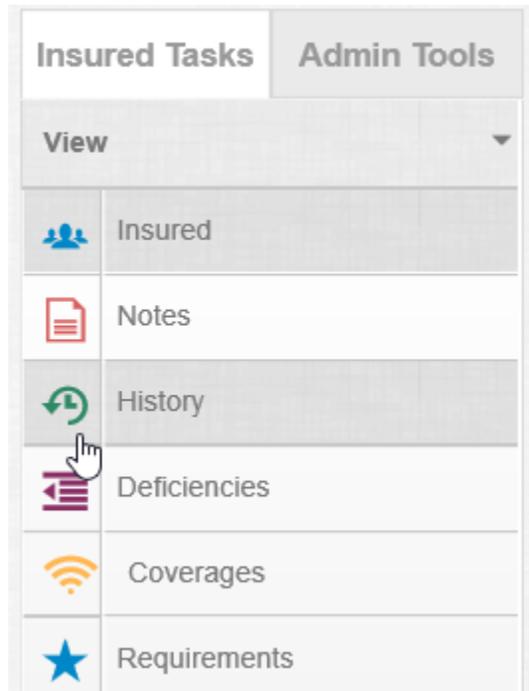
The area that you will be looking at is the 'Status' area. You will see that this vendor is currently in compliance and that they are pending a notice cycle.



The notice cycle is when Ebix will be sending them a notice of their insurance renewal.

If you would like to look at their actual insurance certificate, please follow these instructions.

On the left hand side of the screen you will see the following. Click on 'History'

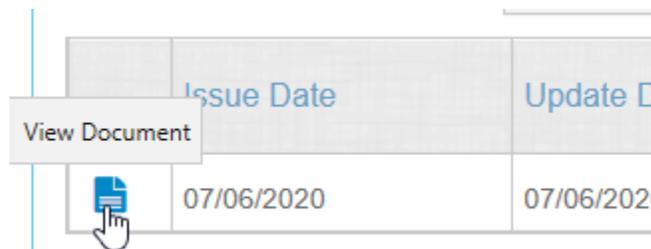


When you click on history, the following screen will populate:

Search History						
Search By: <input type="text" value="All"/> <input type="button" value="Search"/>						
	Issue Date	Update Date	Producer Id	Description	Type	How Sent/Recvd
	07/06/2020	07/06/2020	N/A		Intro Notice	Email

This screen will show any communication with this vendor. Communication will include information sent to vendor, information received from vendor and information received from County of Ventura GSA Procurement Services.

Click on the document located on the right hand side of the screen:



In this example, you will see the introduction letter that was sent to the vendor. If there is an insurance certificate on file, you would see this information:

Type
Certificate Received
Certificate Received

Be sure you click on the document that is associated with what you want to look at.

Any questions regarding the use of Ebix can be directed to County of Ventura Procurement Staff.

Please feel free to contact our insurance desk at 805-654-2777 or email at COVINSURANCE@ventura.org.