

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 CLICCK 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

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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 »