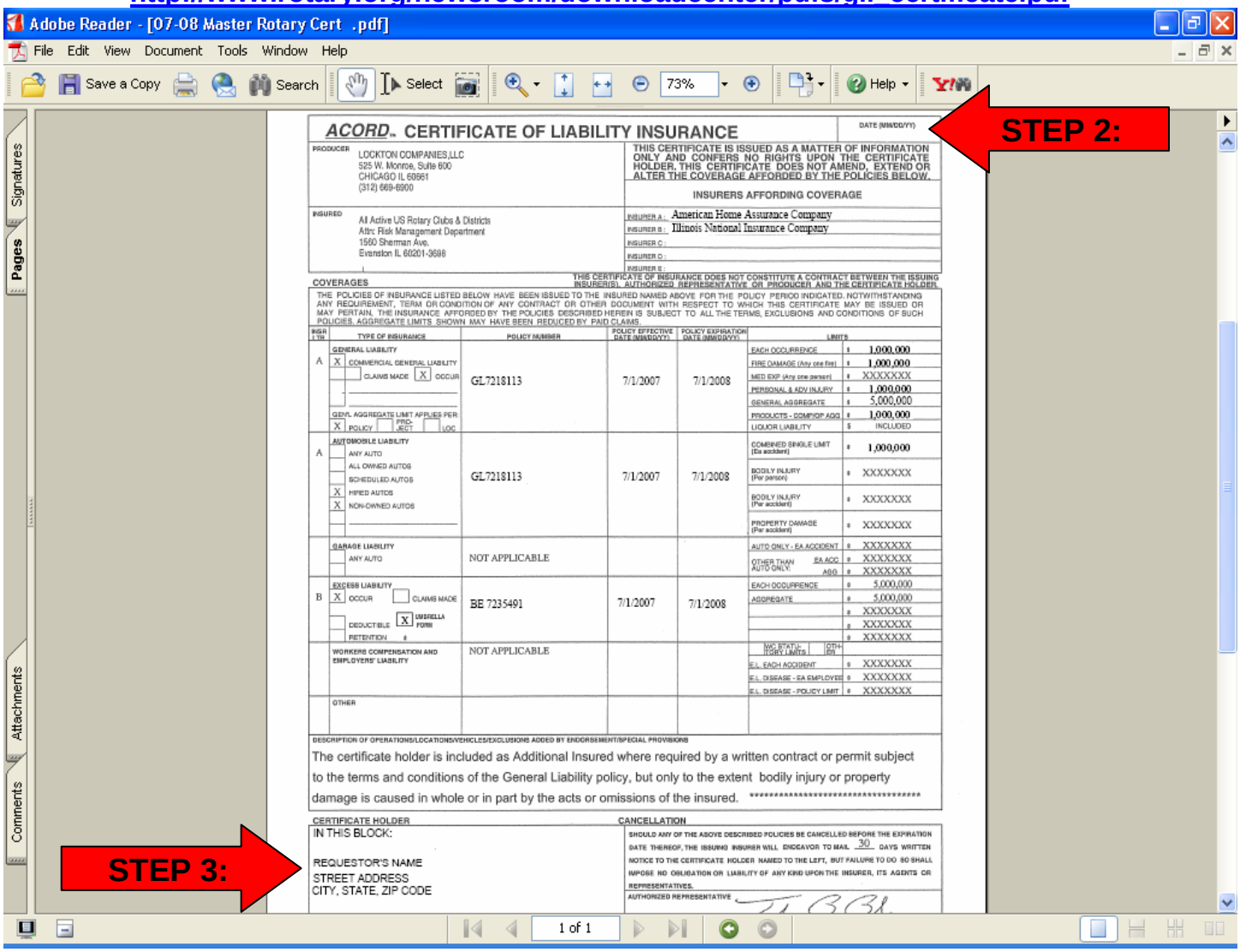
FOR U.S. ROTARY CLUB AND DISTRICT MEMBER USE ONLY

2007-2008 Certificate of Insurance Instructions

Step 1: Click on the link below to the Certificate of Insurance PDF document (shown below):

http://www.rotary.org/newsroom/downloadcenter/pdfs/gli_certificate.pdf



Step 2: Enter the date in the box above.

Step 3: Enter the requestor's name and address in the "Certificate Holder" box identified above.
---*You will need to press the "**Tab**" key to get to the next line; "**Enter**" will not work.*

Note: **(1) Certificate Holder/Requestor** is the organization that has requested proof of insurance from your club or district.
(2) Additional Insured wording is standard in the description block of the certificate.

Step 4: Select **"Print"** from your tool bar or menu, or click on the "**Print Form**" button. The certificate of insurance will be sent directly to the printer you select.

***You will not be able to save changes made to this document to your computer unless you have Adobe Acrobat Writer.

Step 5: Make a copy of the certificate of insurance for your club's or district's records.

If you need assistance, please contact Lockton at (800) 921-3172 from 8:30 am – 4:30 pm CST, Monday-Friday, or e-mail rotary@lockton.com.

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