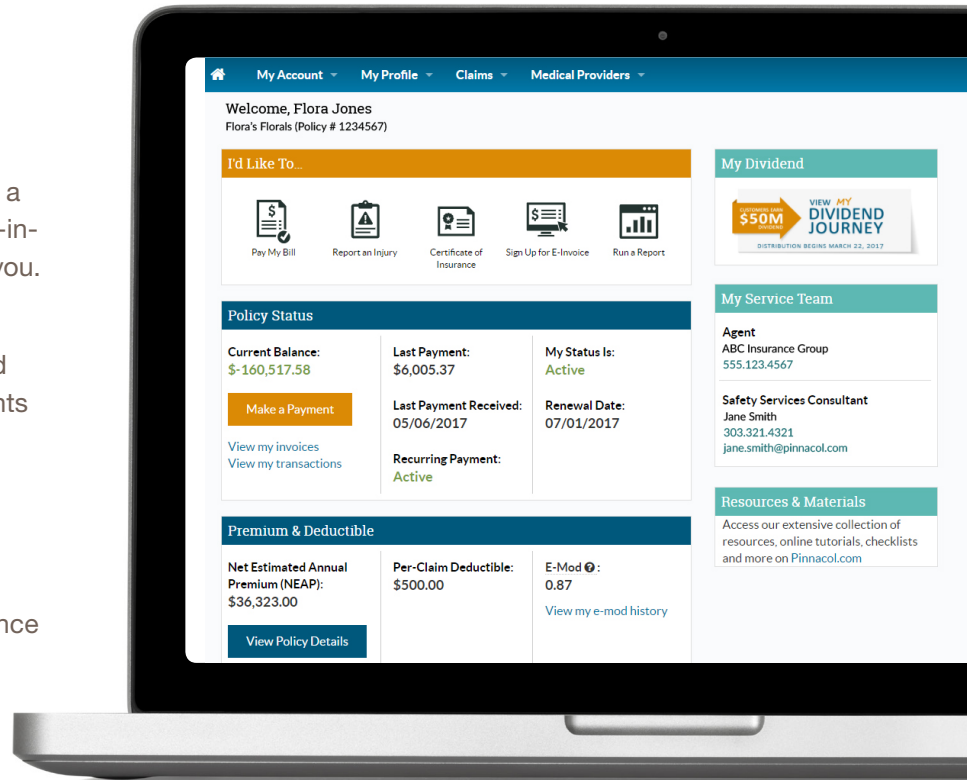


Get to Know Pinnacol's Policyholder Portal

Pinnacol Assurance's Policyholder Portal is a key part of our work toward creating a best-in-class digital experience for customers like you. Using the portal, you can:

- Submit payments online with a credit card and the option to set up recurring payments
- Report an injury online
- Access policy information and claims history anytime
- Create and manage Certificates of Insurance



This screen shows how the enhanced portal looks when you log in — this is what we call the **dashboard**. From here, you can pay your bill, run reports, review policy and claims information, and more.

Glossary of Terms

Policyholder Portal: A secure portion of Pinnacol.com you can access to view sensitive policy information and claims history, pay your bill, run reports and more.

Policyholder Portal Dashboard: The portal's main landing page.

Next Renewal Date: The date of your next policy renewal. For example, if your current policy period began 06/01/2015, your next renewal date will likely be 06/01/2016.

FEIN: Federal Tax ID Number (required for portal registration).

Pinnacol Online: The previous version of the Policyholder Portal.

Pinnacol.com: Pinnacol's main website.

Get to Know Pinnacol's Policyholder Portal

Register Today

As part of Pinnacol's commitment to ensuring the security of your sensitive data, we are asking all new and current policyholders to register for the portal. Getting to the portal is easy.

- Go to Pinnacol.com and click on the **SIGN IN** button at the top right side of the screen. Follow the instructions.
- To complete your registration, you'll need to provide the following information on the registration screen:

Update Access

Employer

To gain access to a policy, please provide the information below.

Policy #
1234567

Federal Tax ID Number (FEIN) or SSN
84-1234567

Next Renewal Date (mm/dd/yyyy)
07/01/2017

Job Title
Business Owner

I am the person responsible for managing online users for this Pinnacol account.

Submit

Need Help?

If you have questions about the portal or need help with registration, please call **303.361.4840** and one of our customer service representatives will be happy to assist you.

Policyholder Portal User Guide

Payroll Reporting

Pinnacol Assurance's enhanced payroll reporting application, found in our Policyholder Portal, is part of our ongoing commitment to provide tools to help our customers do their business with us more efficiently and conveniently.

The monthly and quarterly payroll reporting tool provides customers the ability to:

- Report payroll data and pay the resulting premium due in one seamless flow.
- Review historical payroll data.

Customers must be registered for the Policyholder Portal in order to use the new payroll reporting tool.

Notification

Customers who are registered for e-invoices or for the Policyholder Portal will receive a notification on the 1st of every month notifying them that their payroll report is ready. The email will include the date the report is due and a link to access payroll reporting in the Policyholder Portal.

Your payroll report is ready.

Your payroll report for ABC Incorporated is available now on [Pinnacol's Policyholder Portal](#). We request that you complete this report by **10/17/2016**. If you have any questions or need help, please feel free to contact one of our customer service representatives at 303.361.4840 and they'll be happy to assist you.

[Complete Payroll Report](#)



A follow-up email will be sent to customers who have not submitted their payroll report by the 15th of the month. This email will also include a link to the Policyholder Portal.

Note: If no one in your organization is signed up for e-invoice, every registered Policyholder Portal user will receive payroll notification emails. To ensure only users who want to receive payroll notification emails receive them, those users must sign up for e-invoice. When those users are signed up for e-invoice, they will receive the notification emails.

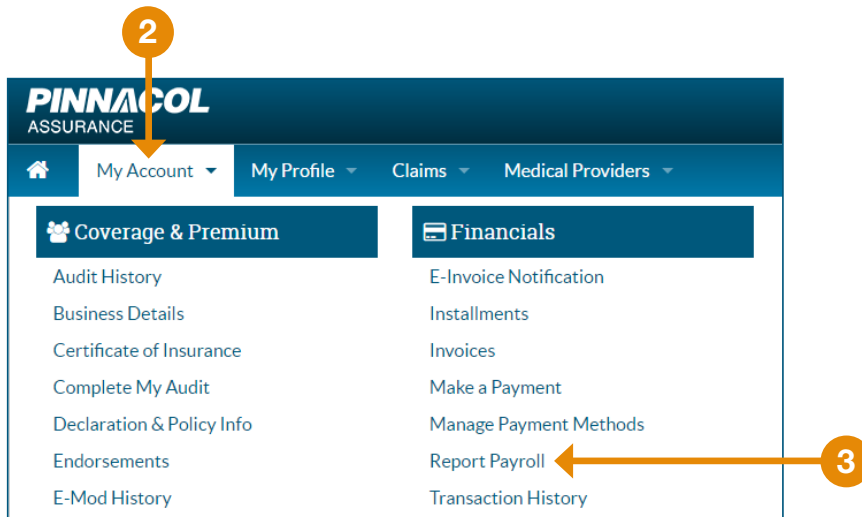
Access the Payroll Report

If you access the Policyholder Portal by clicking the link in your email notification, start on step 4.

Please note: You may be required to log in to the portal if you were not already logged in.

STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click on the **My Account** drop-down menu.



STEP 3: Click on the **Report Payroll** link, which can be found under the Financials section of the **My Account** drop-down menu.

STEP 4: Click on a payroll period link to work on an incomplete report. The link can be found on the **Incomplete Reports** chart, which is on the **Payroll Reporting** page to which you were directed.



Complete the Report

STEP 1: Enter the number of employees and total payroll for each class code in the appropriate fields. The **Number of Employees** and **Payroll Total** fields can be found in the chart on the **Report Payroll** screen. The calculated premium will update as new information is added.

STEP 2: If your business has multiple locations, click on the **Continue** button. If your business has only one location, continue to step 3.

STEP 3: Click on the **Review Final Report** button.

Status In Progress		Issue Date 09/01/2016		Due Date 10/17/2016		
Report Totals						
Payroll Total \$18,964		Premium Total \$1,198		Review Final Report		
Business Name ABC Incorporated		Location 123 Main St, Littleton, CO 80130		Continue		
Class Code	Rating	Job Class Description	Number of Employees	Payroll Total	Net Rate	Calculated Premium
4205	Employee	Landscape Gardening & Drivers	5	\$ 12500 .00	9.35	\$1,169
881005	Employee	Exclusively Office	2	\$ 6000 .00	0.24	\$15
Location Report Totals						
Payroll Total \$18,500		Premium Total \$1,184		Continue		

Annotations: 1 points to the 'Number of Employees' and 'Payroll Total' columns in the table; 2 points to the 'Continue' button at the bottom; 3 points to the 'Review Final Report' button at the top right.

Submit the Final Report

STEP 1: Review the summary. Click on the **Edit This Location** button to make any necessary changes. Click on the **Submit Final Report** button if all of the information is accurate. Please note: Once you click **Submit Final Report**, you cannot make any edits. Double-check to verify that all of the information is correct before submitting.

Payroll Period: 09/01/2016 - 09/30/2016

All locations completed.
Below is a summary of your payroll report. Please review your summary carefully. When you are ready to submit, click "Submit Final Report".

Submit Final Report ← 1

Status	Issue Date	Due Date
Ready to submit	09/01/2016	10/17/2016

Report Totals

Payroll Total	Premium Total	Total Amount Due
\$18,500	\$1,184	\$1,184

Summary by Location

Business Name	Location	
ABC Incorporated	123 Main St, Littleton, CO 80130	Edit This Location ← 1

Location Subtotal:	Payroll	Premium
	\$ 18,500	\$ 1,184

STEP 2: After the final report is submitted, you will be routed to a confirmation page summarizing the premium and confirming its due date.

Payroll Reporting

Incomplete Reports | Completed Reports

Your payroll report was successfully submitted.

Your premium due is: **\$1,187** ← 2

Important! Payment must be received by Pinnacol Assurance on or before 10/16/2016 (past due). If payment is not received by that date, Pinnacol Assurance will initiate the cancellation of your policy. To make a credit card or EFT payment, see below.

Recommended Actions

Pay My Bill ← 3 | **Download this report**

STEP 3: Click on the **Pay My Bill** button under **Recommended Actions**.

STEP 4: Select the amount you would like to pay from the **Make a Payment** screen and continue through the page until your bill has been paid.

Make A Payment

Make a Payment | Manage Payment Methods | Installments | Invoices | Transaction History | E-Invoice

Select the amount you would like to pay

- Pay total balance: \$845.00
- Pay custom amount:
- View total balance detail

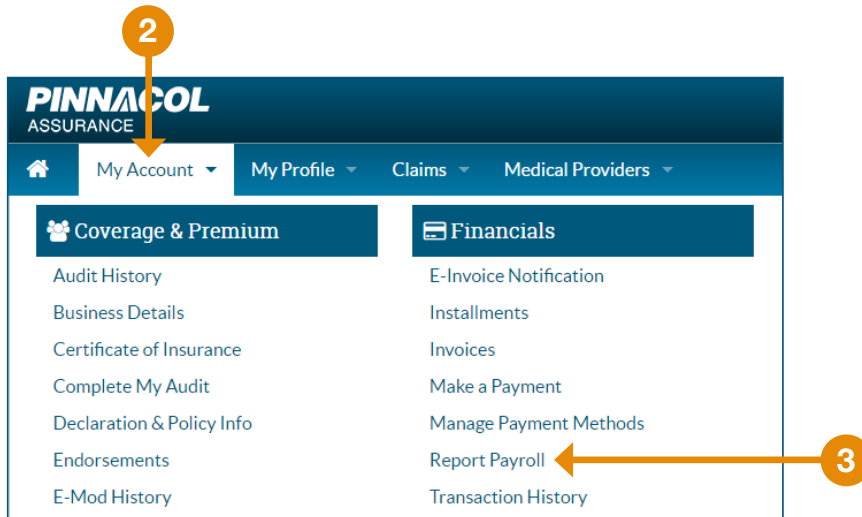
Transaction Date	Description	Invoice #	Due Date	Transaction Amount	Outstanding Amount	Pay
09/19/2016	Applied Premium Deposit	18212591	10/09/2016	\$541.00	\$541.00	<input type="checkbox"/>
09/20/2016	Reported Premium	18216015	10/17/2016	\$304.00	\$304.00	<input type="checkbox"/>
				Total Amount	\$0.00	

Continue

View Payroll Reporting History

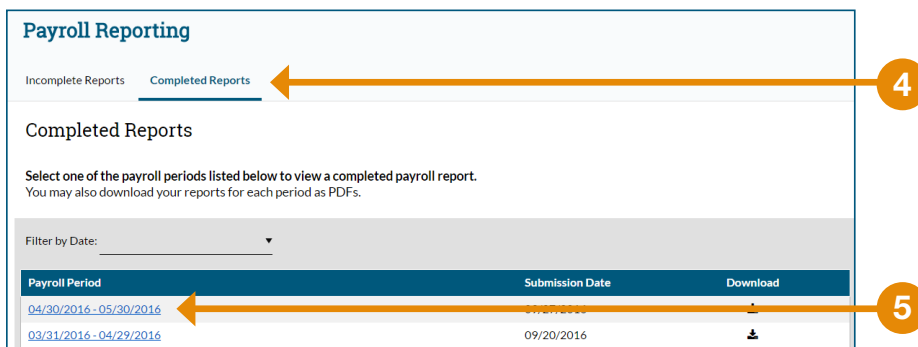
STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click on the **My Account** drop-down menu.



STEP 3: Click on the **Report Payroll** link, which can be found under the **Financials** section of the **My Account** drop-down menu.

STEP 4: Click on the **Completed Reports** tab.



STEP 5: Select the Payroll Period or the Download icon for the completed report you would like to view. The PDF report will automatically download after you click the link.

Policyholder Portal User Guide

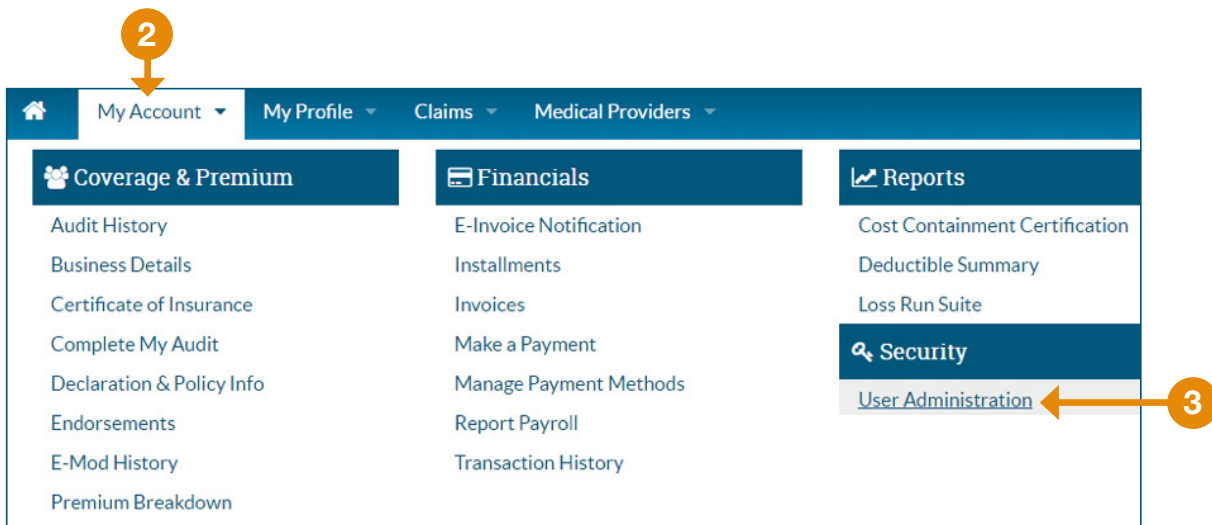
Security Administration

The enhancements to the security administration application in the Policyholder Portal were created to give customers the ability to customize each user's access to features in the portal. The ability to customize access allows additional users the convenience of the Policyholder Portal without putting the customer's confidential information at risk.

Access Security Administration

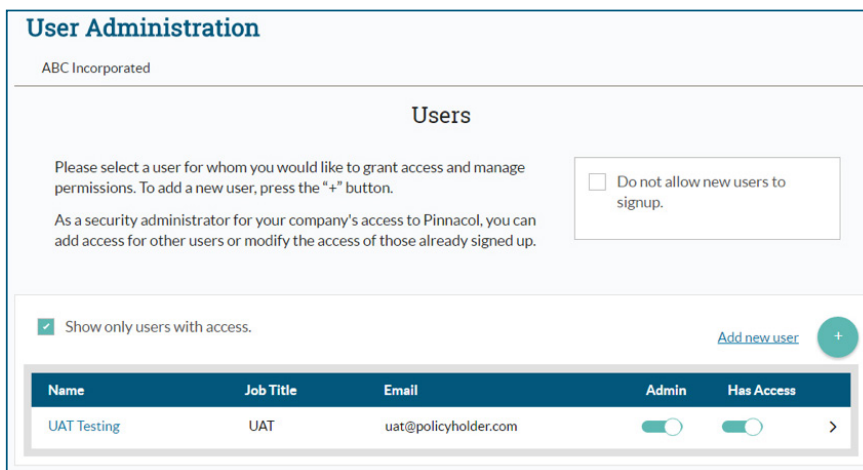
STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click on the **My Account** drop-down menu.



The screenshot shows the 'My Account' drop-down menu in the Policyholder Portal. The menu is divided into three columns: Coverage & Premium, Financials, and Reports. The 'Security' section is highlighted in blue, and the 'User Administration' link is highlighted with a blue background and a white arrow pointing to it. A red circle with the number '2' is positioned above the 'My Account' menu, and a red circle with the number '3' is positioned to the right of the 'User Administration' link.

STEP 3: Click on the **User Administration** link, which can be found under the **Security** section of the **My Account** drop-down menu. The **Users** screen in the **User Administration** application allows policy administrators to view all users, add new users and prevent new user registration.



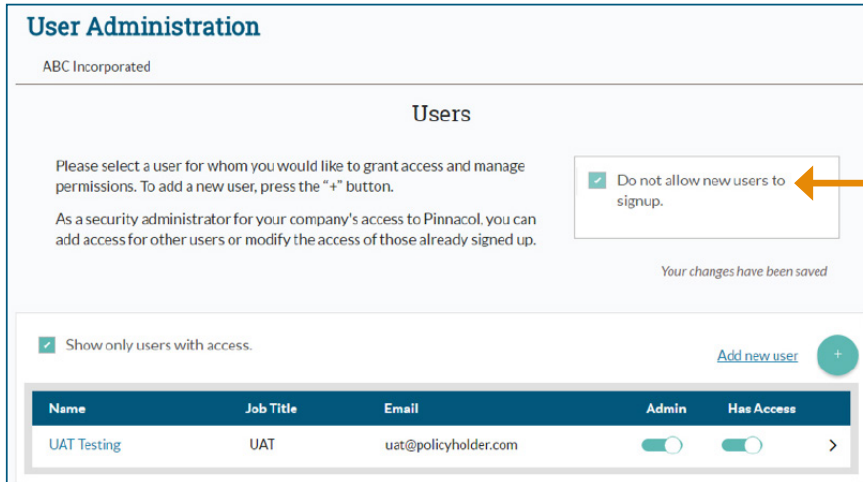
The screenshot shows the 'User Administration' screen for 'ABC Incorporated'. The page title is 'Users'. Below the title, there is a message: 'Please select a user for whom you would like to grant access and manage permissions. To add a new user, press the "+" button.' To the right of this message is a checkbox labeled 'Do not allow new users to signup.' Below the message, there is a checkbox labeled 'Show only users with access.' and a button labeled 'Add new user' with a '+' icon. At the bottom, there is a table with the following columns: Name, Job Title, Email, Admin, and Has Access. The table contains one row with the following data: Name: UAT Testing, Job Title: UAT, Email: uat@policyholder.com, Admin: On, Has Access: On.

Name	Job Title	Email	Admin	Has Access
UAT Testing	UAT	uat@policyholder.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Prevent New User Registration

Please note: For security purposes, new users are automatically prohibited from registering for accounts that already have an administrator.

STEP 1: The **Do not allow new users to sign up** box, located on the **Users** page of the **User Administration** application, will be checked by default. If you would like to register someone else for the portal, continue to the **Add a New User** section. If a new user tries to register themselves for an account that already has a administrator, they will receive an error message, outlined in this section.



User Administration
ABC Incorporated

Users

Please select a user for whom you would like to grant access and manage permissions. To add a new user, press the "+" button.

As a security administrator for your company's access to Pinnacol, you can add access for other users or modify the access of those already signed up.

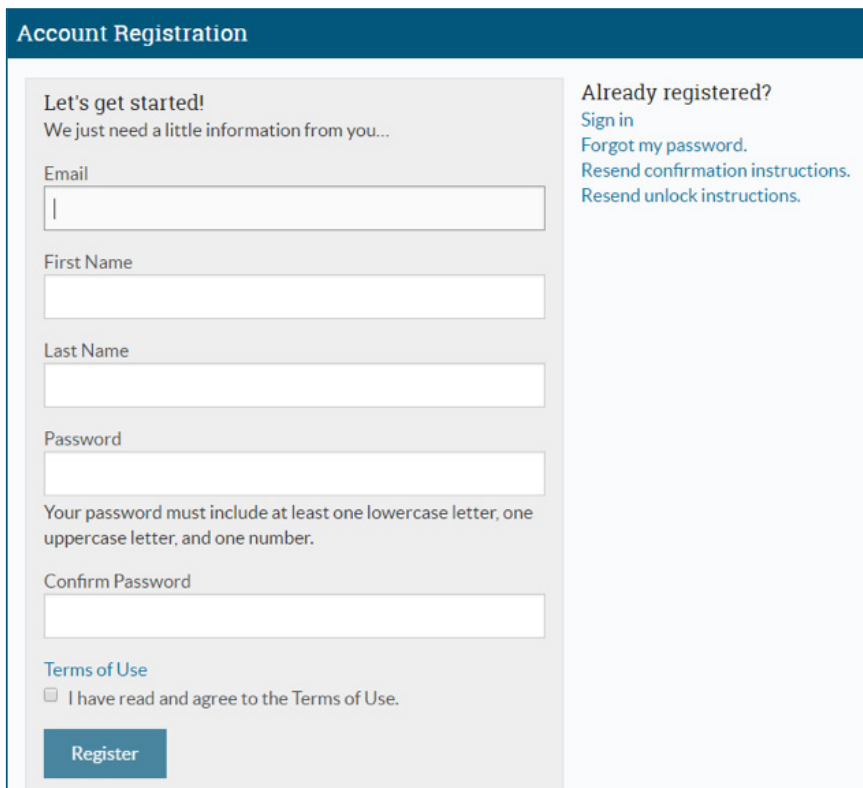
Do not allow new users to signup. **1**

Your changes have been saved

Show only users with access. [Add new user](#) +

Name	Job Title	Email	Admin	Has Access	
UAT Testing	UAT	uat@policyholder.com	<input type="checkbox"/>	<input type="checkbox"/>	>

When the **Do not allow new users to sign up** box is checked, new users will be prevented from completing the entire Policyholder Portal new user registration. Users attempting to register will still be able to complete the **Account Registration** page, which asks for their name and email address and prompts them to create a password.



Account Registration

Let's get started!
We just need a little information from you...

Email

First Name

Last Name

Password

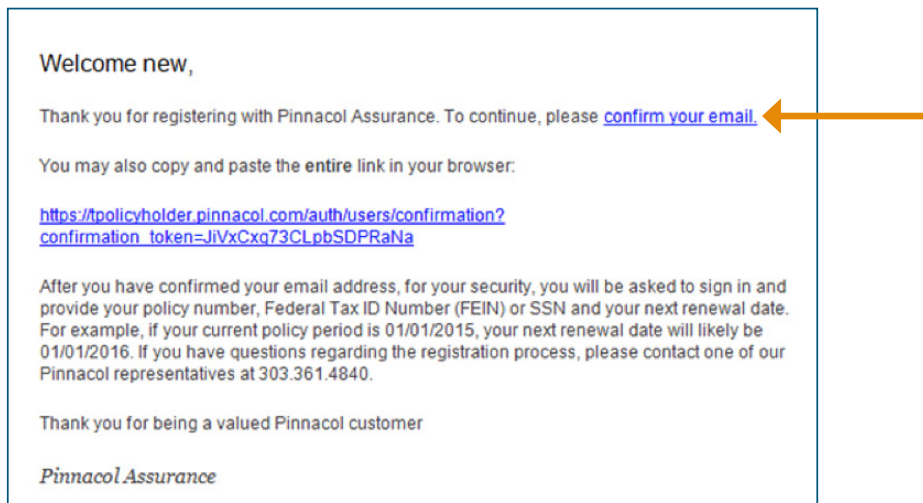
Your password must include at least one lowercase letter, one uppercase letter, and one number.

Confirm Password

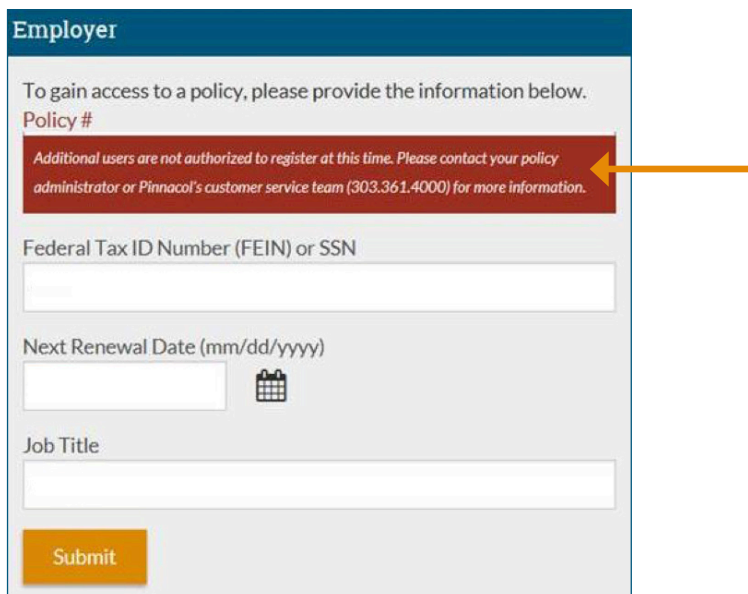
[Terms of Use](#)
 I have read and agree to the Terms of Use.

Already registered?
[Sign in](#)
[Forgot my password.](#)
[Resend confirmation instructions.](#)
[Resend unlock instructions.](#)

After clicking **Register**, the user will then receive an email asking them to click a link to confirm their email address .



The link will then take the user to the **Update Access** page. If they are attempting to register for an account that is not allowing new users, where they will receive an error message. The user will need to contact the administrator on the Policyholder Portal to be granted access.



Add a New User

STEP 1: Click on the **Add new user** link, located on the **Users** page of the **User Administration** application.

Name	Job Title	Email	Admin	Has Access	
UAT Testing	UAT	uat@policyholder.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	>

STEP 2: Enter the email address, first name, last name and job title of the new user.

Submit

Turn ALL OFF | Turn ALL ON

Turn ALL OFF | Turn ALL ON

STEP 3: If the new user should have full access to the system, continue to step 4. If the new user should have limited access, scroll down to **Permissions** and turn off the features you would like to prevent the new user from having access to.

From the **Permissions** section, system administrators can limit access to certain features of the Policyholder Portal before the new user registers. Indicate whether the new user will be a system administrator by turning the switch on or leaving it off. To limit access to an entire area, such as **Settings**, click the **Turn ALL OFF** link located to the right of the section heading. To limit individual features within an area, click the **OFF** button next to the name of the feature.

Please note: User access can also be modified after the user is registered.

STEP 4: Click the **Submit** button. The new user will receive an email confirming that they have signed up and instructing them to create a new password.

Manage Existing User Access

STEP 1: Locate the name of the user whose access you would like to modify on the **Users** page of the **User Administration** application.

From the **Users** page, administrators can give or take away administrative permissions. Administrators can also give or take away access to the policy. When **Has Access** is turned off, the user will not have the ability to view the policy upon logging in to the portal.

User Administration
ABC Incorporated

Users

Please select a user for whom you would like to grant access and manage permissions. To add a new user, press the "+" button.

As a security administrator for your company's access to Pinnacol, you can add access for other users or modify the access of those already signed up.

Do not allow new users to signup.

Show only users with access. [Add new user](#) +

Name	Job Title	Email	Admin	Has Access
New Employee	New Employee	newemployee@policyholder.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UAT Testing	UAT	uat@policyholder.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

STEP 2: Click on the name of the employee whose access you'd like to modify.

STEP 3: Click in the **Job title** field to change the user's title. Click **OFF** or **ON** to grant or remove access to each feature. Changes will automatically be saved.

User Administration
ABC Incorporated
Setting permissions for user New Employee

< Back to Users

Permissions

Job title
New Employee

General

Admin

Has Access

Settings [Turn ALL OFF](#) | [Turn ALL ON](#)

Pinnacol Online Classic View OFF ON

Policy Information on Dashboard OFF ON

Policyholder Dashboard OFF ON

Run a Report OFF ON

To test permission changes, administrators can apply changes to their own profiles, then view their Policyholder Portal home page. After testing the changes, administrators can return to the **Permissions** page to regrant themselves access.

Policyholder Portal User Guide

Report an Injury

Policyholders who have registered for the portal have the ability to submit a first report of injury online.

STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click **Report an Injury** from the **I'd Like To...** section of the homepage.



On the **Report an Injury** screen, you will fill out five sections of information before submitting the report. Areas include information about the injured worker and their injury, the location that the accident occurred and any medical treatment the injured worker may have received.

Notice

We are very sorry your employee has been injured. To help your injured worker recover and return to work faster, here are some reminders:

- Colorado statute requires you to give the injured worker the "Designated Provider List Notification Letter" that lists your four designated medical providers. (You will be able to print the letter after submitting the "Report an Injury form".)
- Stay in contact with your injured employee.

We are here to support you and your employee through this difficult time. Please don't hesitate to call us if you have questions or need assistance.

Denver

- Local: 303.361.4000
- Toll-free: 800.873.7242
- Español: 303.361.4005

Grand Junction

- Local: 970.257.2330

Safety On Call

- Local: 303.361.4700
- Toll-free: 888.501.4752

Report an Injury

- Getting Started**

Name of Injured Worker *

First Name M Last Name

Date of Accident *

Time Accident Occurred

Person Reporting Injury

Name *

Full Name

Title

Email

Phone Number * Ext

[Next](#)
- Injured Worker Information**
- Injury Information**
- Accident Details**
- Medical Treatment Information**
- Review and Submit Report**

After completing all of the required information, you will receive a confirmation that the claim was submitted.

Report an Injury

Your claim has been submitted

Claim: 1234567
Accident Date: 05/03/2016

Customer Service:
 303.361.4000
 303.361.4000
 Send an email

I'd Like To...

Submit Another Report

Print Report

Create OSHA Log

Print Designated Provider Letter

Troubleshooting Tip

For the best online experience, use Google Chrome. Older versions of Internet Explorer (versions 9 and 10) have the same functionality but look different.

Notice

We are very sorry your employee has been injured. To help your injured worker recover and return to work faster, here are some reminders:

- Colorado statute requires you to give the injured worker the "Designated Provider List Notification Letter" that lists your four designated medical providers. (You will be able to print the letter after submitting the "Report an Injury form".)
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- Toll-free: 888.501.4752

Report an Injury

Getting Started

Name of Injured Worker *

Date of Accident *

Time Accident Occurred

:

AM

Person Reporting Injury

Name *

Title

Email

Phone Number *

Ext

Next

Policyholder Portal User Guide

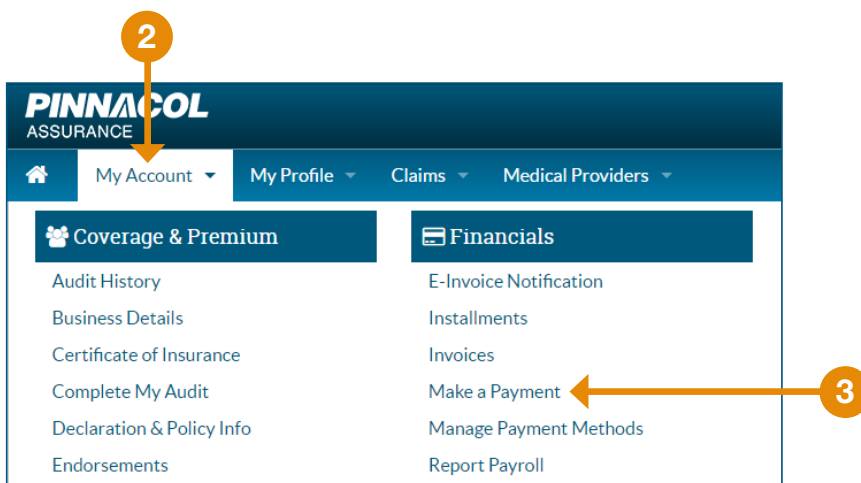
Online Payments

Policyholders who have registered for the portal have the ability to make payments online, add payment methods without having to make a payment, delete payments methods and set up EFT and credit cards for recurring payments.

Make a Payment

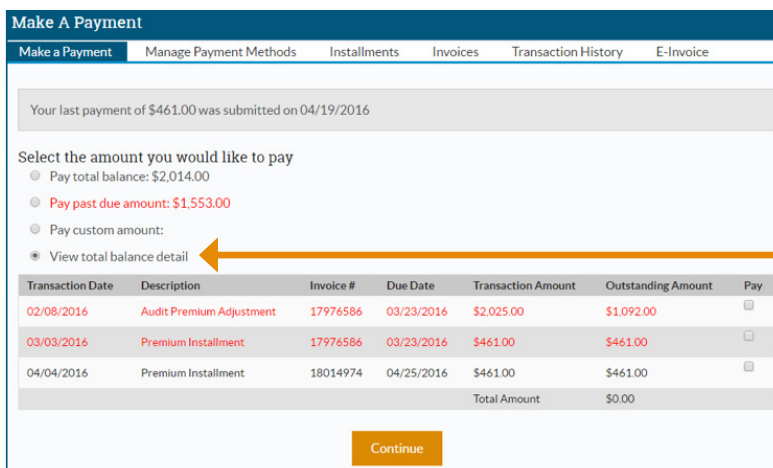
STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click on the **My Account** drop-down menu.



STEP 3: Click on the **Make a Payment** link, which can be found under the Financials section of the **My Account** drop-down menu.

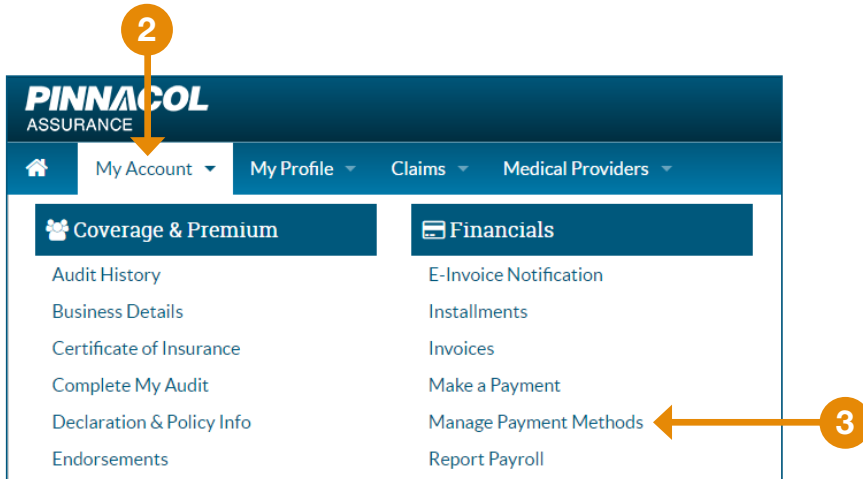
To see a breakdown of each item that makes up your balance and choose how you would like to apply payment, click on the **View total balance detail** radio button.



Manage Payment Methods

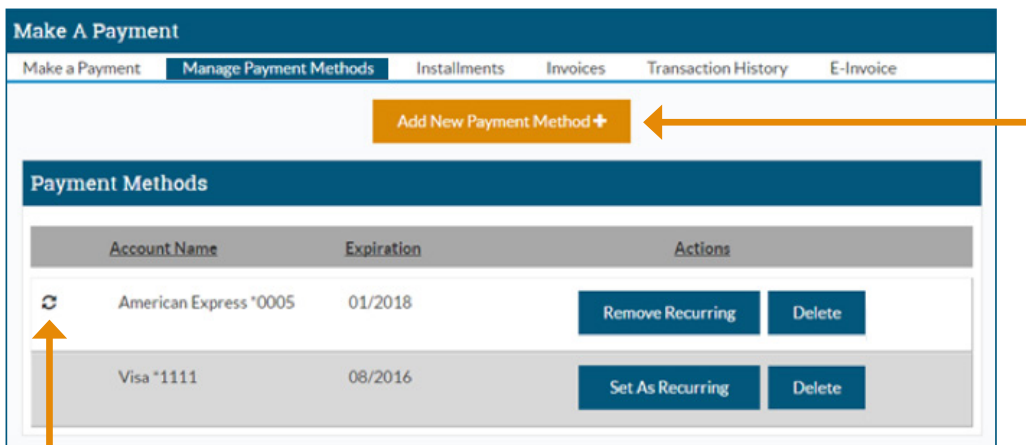
STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click on the **My Account** drop-down menu.



STEP 3: Click on the **Manage Payment Methods** link, which can be found under the Financials section of the **My Account** drop-down menu.

From the **Manage Payment Methods** screen, a list of all payment accounts, if any, are listed. You can **Add New Payment Method** without making a payment, **Set As Recurring** on either EFT or credit card accounts, **Delete** a payment method, or **Remove Recurring** payments from any account.



This symbol indicates a recurring payment

After entering your credit card information, you can set the credit card for recurring payments.

Make A Payment

Make a Payment | **Manage Payment Methods** | Installments | Invoices | Transaction History | E-Invoice

Select account type?
 Electronic Funds Transfer(EFT)
 Credit Card

Card Number Expiration / CVV Code ⓘ

Name on Card

Address 1 Address 2

City State Zip

Save credit card for future payments ⓘ Save and use for future recurring payments ←

Back **Continue**

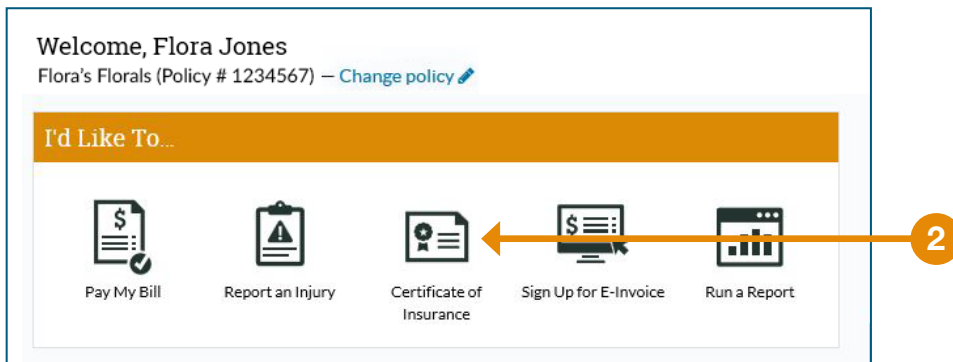
Policyholder Portal User Guide

Certificates of Insurance

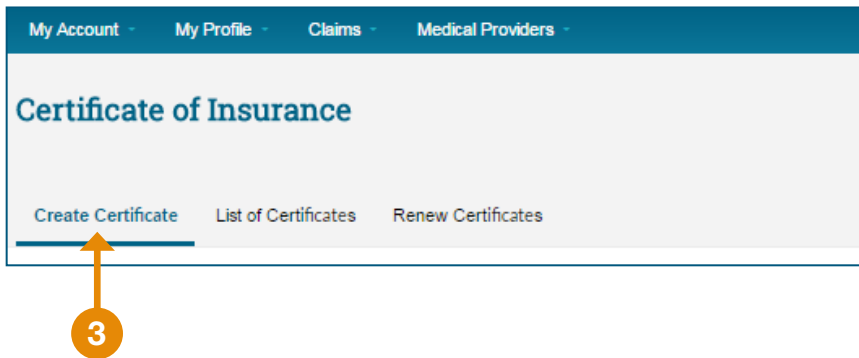
Create a New Certificate

STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click **Certificates of Insurance** from the **I'd Like To...** section of the homepage.



STEP 3: On the **Certificates of Insurance** screen, click **Create Certificate**.



[Home](#)
[My Account](#)
[My Profile](#)
[Claims](#)
[Medical Providers](#)

Certificate of Insurance

[Create Certificate](#)
[List of Certificates](#)
[Renew Certificates](#)

Create New Certificate

The Certificate of Insurance must only be used by the named Certificate Holder.
Please do not add additional language, specified businesses or entities to this certificate.

Certificate Holder Information

Policy Period
 07/01/2016 - 07/01/2017

Business / Certificate Holder*

Optional Name

Address*

City*

State* COLORADO **ZIP code***

Certificate Holder's Email

Description of Work/Services Provided and/or Company Officer Exclusions*
 i.e. location of site
 Please do not add additional language, specified businesses or entities to this certificate.
300 character limit (300 remaining)

Delivery option for Certificate Holder
 Send by Email
 Send by USPS
 None
Do not send certificate to the Certificate Holder at this time.

Email me a copy
 A copy of this certificate will be emailed to: cert@cert.com

Notification (optional)
 Notify Certificate Holder if the policy is pending cancellation.

Include Waiver of Subrogation

Select **Send by Email** to email the certificate to the Certificate Holder.

Select **Email me a copy** to receive a copy.

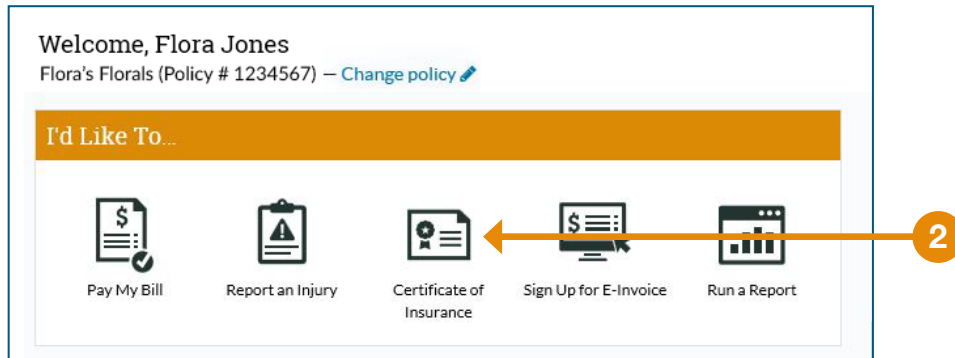
Notification defaults to none.

Do you need to include your certificate in other documentation to a Certificate Holder and would prefer it not be sent at this time?
Select **None** and a copy of the certificate will be emailed to you only.

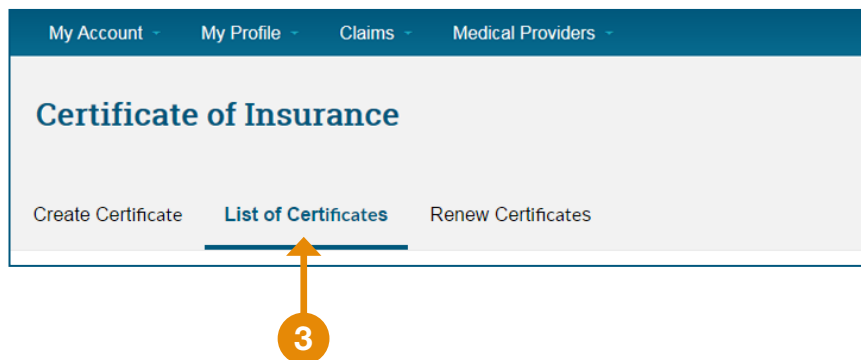
Manage Certificates

STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click **Certificates of Insurance** from the **I'd Like To...** section of the homepage.



STEP 3: On the **Certificates of Insurance** screen, click **List of Certificate**.



Select **EMAIL CERT** to send the certificate directly from your list of certificates. **Expire** a certificate.

My Account - My Profile - Claims - Medical Providers -

Certificate of Insurance

Create Certificate **List of Certificates** Renew Certificates

Manage Certificates

Manage your certificates for the selected policy period

- Email a certificate to the Certificate Holder by clicking the EMAIL CERT icon.
- View or print an existing certificate by clicking the VIEW/PRINT icon.
- Cancel a certificate by clicking the EXPIRE icon.
- Modify a Certificate Holder's information by clicking the MODIFY/REISSUE icon.
- Add or edit a Certificate Holder's email **without reissuing a certificate** by clicking the Edit link next to the Certificate Holder's information.

Policy Period: 07/01/2016 - 07/01/2017

Search

Certificate Holder	Days Notice	Date Requested	Delivery Method	Status	Actions
Company A 123 Main Street City, CO 45678 Send to CompanyA@email.com Edit	10	05/24/2017	EMAIL	Printed	
Company B 123 Main Street City, CO 45678 Send to CompanyB@email.com Edit	30	05/16/2017	EMAIL	Printed	

Select **Edit** to add a Certificate Holder's email address without having to expire and create a new certificate.

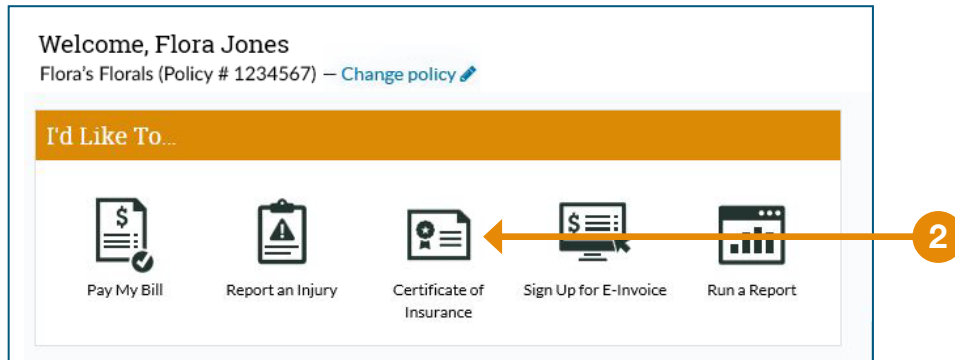
View and print a certificate as a PDF.

Modify and reissue a certificate.

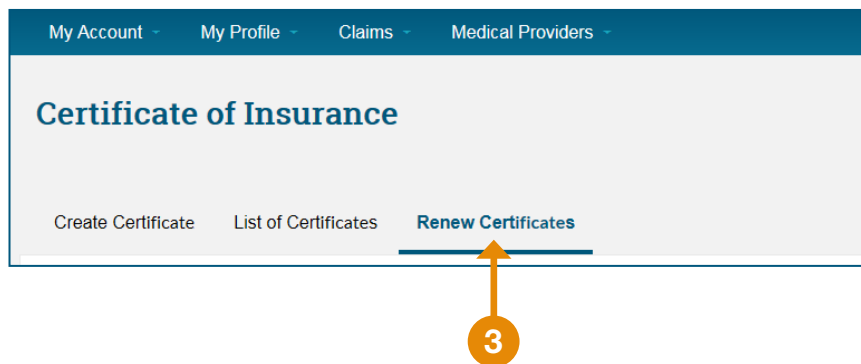
Renew Certificates

STEP 1: Log in to the portal at policyholder.pinnacol.com.

STEP 2: Click **Certificates of Insurance** from the **I'd Like To...** section of the homepage.



STEP 3: On the **Certificates of Insurance** screen, click **Renew Certificates**.



Your agent will receive a copy of your certificate electronically. Select **Send Me A Copy** to send to yourself via email.

Renew All of your certificates, or only a select few.

My Account - My Profile - Claims - Medical Providers -

Certificate of Insurance

Create Certificate List of Certificates **Renew Certificates**

Renew Certificates

The following certificates are available for renewal. Please note the following:

- If you select Send Me a Copy you will receive an individual email for each certificate selected.
- To change the delivery method, please go to the List of Certificates page to modify and reissue the certificate.
- When an email is available, the delivery method will default to email upon next year's renewal.

Submit and Send

Search

Certificate Holder	Days Notice	Date Requested	Delivery Method	Send Me A Copy	Renew All	View/ Print
Company A 123 Main Street City, CO 45678 Send to CompanyA@email.com Edit	10	11/11/2016	USPS	<input type="radio"/>	<input type="radio"/>	PDF
Company B 123 Main Street City, CO 45678 Send to CompanyB@email.com Edit	10	09/21/2016	USPS	<input type="radio"/>	<input type="radio"/>	PDF

Modify the **Days Notice** notification.

You can see the last **Delivery Method**.

ACORD Form

The date stamp reflects the day the certificate was created and should not be adjusted.

This will be the agency's information if created directly from the ACORD system. Reads Pinnacol when requested via Pinnacol website or through Pinnacol employee.

This does not modify the terms or conditions of the insurance policy. Naming an endorsement does not imply named coverage, and coverage still needs to be requested. Please use supplemental ACORD 101 for additional remarks if necessary.

Never add additional unspecified businesses or entities such as agents, lessors, lessees and employees unless they are named parties to the contract (waiver of subrogation follows suit).

ACORD® CERTIFICATE OF LIABILITY INSURANCE							DATE (MM/DD/YYYY)	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>								
PRODUCER Pinnacol Assurance 7501 E Lowry Blvd. Denver, CO 80230				CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:				
INSURED Policyholder LLC 123 Main Street Anytown, CO 81234				INSURER(S) AFFORDING COVERAGE INSURER A : Pinnacol Assurance INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :		NAIC # 41190		
COVERAGES			CERTIFICATE NUMBER:			REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1234567	05/13/2017	05/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)								
CERTIFICATE HOLDER					CANCELLATION			
123456 Policyholder LLC Attn: Peter Policyholder 123 Main Street Anytown, CO 81234					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Sally Freemont Underwriter			
ACORD 25 (2016/03)			© 1988-2015 ACORD CORPORATION. All rights reserved.					
			The ACORD name and logo are registered marks of ACORD					

Pinnacol uses the current version of the ACORD 25 Certificate of Insurance form.

Pinnacol will accommodate a 10- or 30-day notice of Cancellation; otherwise, we will defer to the cancellation reference on the Certificate of Insurance.

PINNACOL
ASSURANCE

303.361.4000 / 800.873.7242
Spanish 303.361.4005



pinnacol.com / policyholder.pinnacol.com

PHPGUIDE 05/17