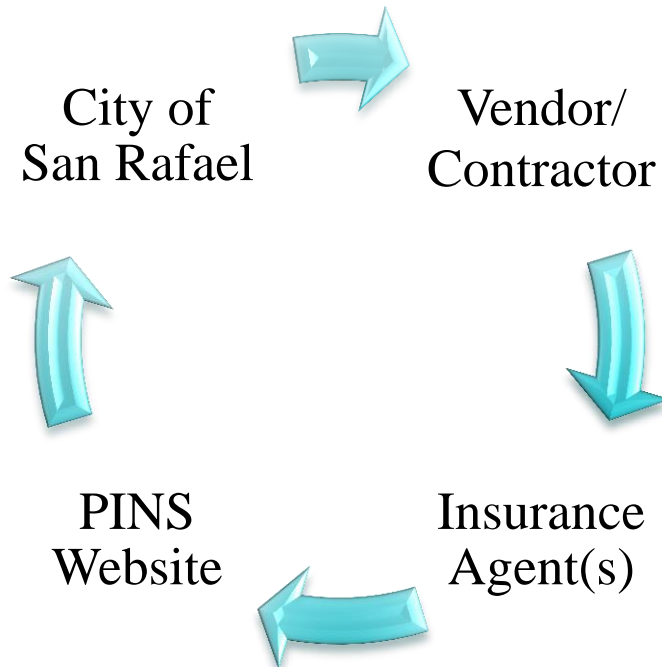


PINS[®]Advantage

The City of San Rafael is using PINSAdvantage.com to track Insurance Certificates and all related documents!

HOW IT WORKS?

PINS begins with the City of San Rafael. The City of San Rafael logs into PINS and emails a request for insurance to the Vendor/Contractor. The Vendor/Contractor forwards the email onto their Insurance Agent(s). The Insurance Agent(s) logs into www.PINSAdvantage.com and completes the insurance certificate online.



WHY WE ARE SENDING YOU THIS IF WE ALREADY HAVE YOUR INSURANCE?

The City of San Rafael is using the PINS program to find a way to better track the abundant amount of insurance paperwork we manage. Please help us go green and forward the email you receive to your agent(s)!

WHAT TO LOOK FOR?

The Vendor/Contractor will receive an email from:

PINS Advantage (no-reply@pinsadvantage.com)

Please forward the email to your agent(s)!

Sample Request Email

This email will come from: PINS Advantage (no-reply@pinsadvantage.com)

To: Vendor/Contractor

Please be advised you need to provide the City of San Rafael with proof of insurance.

We have automated our insurance certificate tracking using PinsAdvantage.

Your agent will need to provide us with the insurance certificate and any associated documentation through the following website: <https://www.pinsadvantage.com>

Please forward this email to any Agent handling your Insurance.

Please follow the instructions below:

- Logging onto PinsAdvantage.com
- Register as new Agent
- Enter this Job Code: **XXXXXXXXXX**
- Complete Agent Registration
- Log in using User Name and Password
- Click to the left side of page to add Certificate
- Enter this Job Code: **XXXXXXXXXX**
- Complete sections of the Certificate applicable to your Agency, and include the required Endorsements

Thank you,

City of San Rafael