



Log in instructions

Client Access for Condo Certificate Generation Reference Sheet



It's easy to obtain a certificate of insurance for a condominium association's master insurance program.

Follow a few easy steps, and you can generate and print a certificate of insurance from your computer.

The new method of multi-factor authentication is being added to this site to increase security. Each individual will need to re-register in order to access this program and create a certificate of insurance. [Click here](#) for more information on multi-factor authentication.

Step 1

1 Site: <https://evviewcerts.alliant.com/condoLogin.jsp>

2 Click the link to Register

Alliant

CondoCerts Website

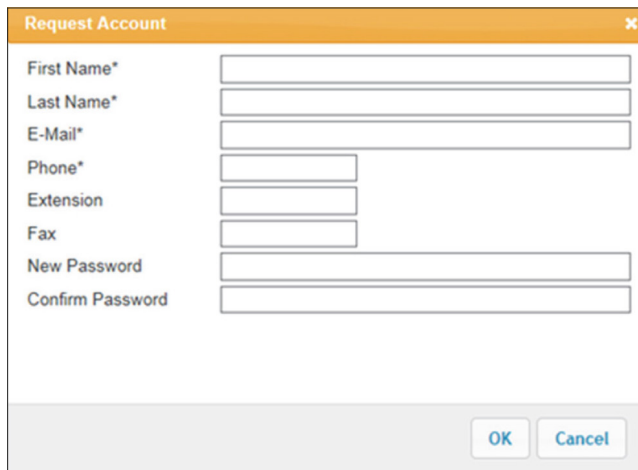
The CondoCerts website allows you to easily manage certificates for your company.

Login

Login Register

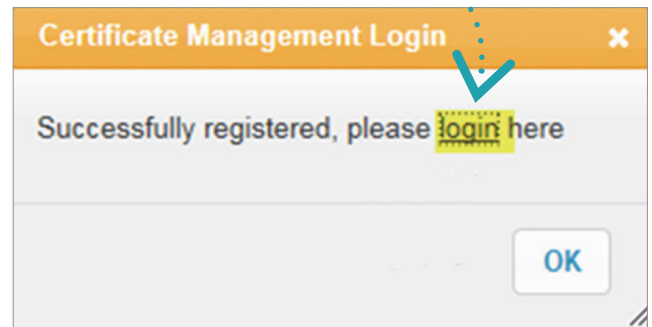
Multi-Factor Authentication (MFA) now required for all eView users. All eView users must first register with InsureID to access eView. For additional information: [Alliant Software IT Department](#)

- 3 Complete the information on the pop-up form
a. Password requirements



A form titled "Request Account" with fields for First Name*, Last Name*, E-Mail*, Phone*, Extension, Fax, New Password, and Confirm Password. There are "OK" and "Cancel" buttons at the bottom right.

- 4 You will receive a successfully registered message
Click **Login** for next steps

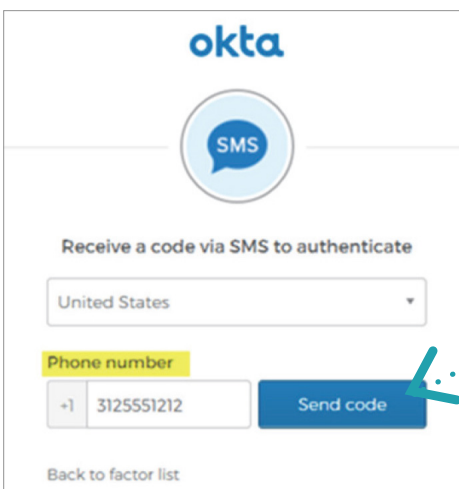


A message box titled "Certificate Management Login" with the text "Successfully registered, please login here" and an "OK" button. A blue checkmark icon is next to the "login here" text.

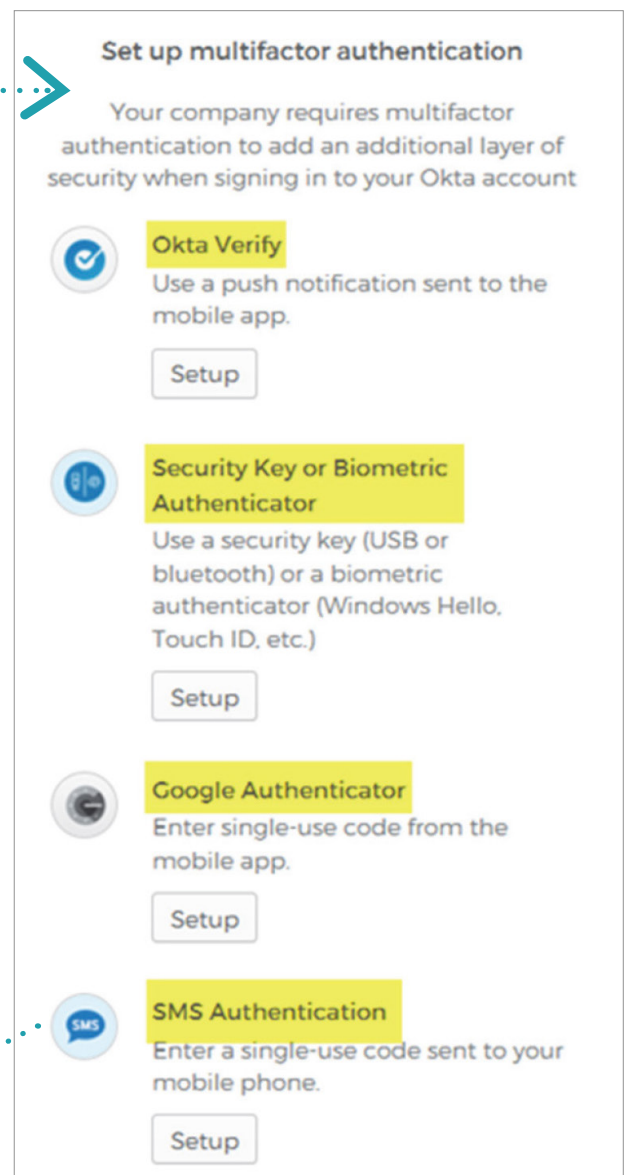
- 5 The OKTA login page will display
- a. Username: your email address entered on the previous screen
 - b. Password: enter the password entered on the previous screen
 - c. Click **Sign In**

- 6 The OKTA multi-factor authentication page will display
- a. Select the preferred option for the second authentication method and click **Setup**

- 7 Complete the additional information based on the option selected
- a. Example: selecting SMS authentication will ask for the number where the code will be sent
 - b. Once the option is completed, hit **Finish** and it will log you into the evview certificate program



An Okta authentication screen for SMS. It shows the Okta logo, an "SMS" icon, and the text "Receive a code via SMS to authenticate". There is a dropdown menu for "United States", a "Phone number" field with "+1 3125551212", and a "Send code" button. A "Back to factor list" link is at the bottom left.



A page titled "Set up multifactor authentication" with the text "Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account". It lists four options: "Okta Verify" (push notification), "Security Key or Biometric Authenticator" (security key or biometric), "Google Authenticator" (single-use code), and "SMS Authentication" (single-use code sent to mobile phone). Each option has a "Setup" button.

Step 2

- 1 Once you are logged in to the system, enter the first few characters of the association name or address
- 2 Click on the association name when it appears in the list

Search for Association

Type the association name or address in the box below to search for your association.

Click on the name of your association to request a certificate.

Search

100

First page

Previous page

Next Page

	Association	Address	City	State	Zip
	Association name here	Address here	Chicago	IL	60611
	Association name here	Address here	Chicago	IL	60611

Step 3

- 1 Enter applicable information in the fields on the screen that are necessary for the certificate
 - a. A copy of the certificate will automatically be sent to the individual logged into the system, unless you deselect the option "Email this certificate to me (name@email.com)"
 - b. To add a new holder, start typing in the information or select the **New Holder** button
 - c. To select an existing holder, click the **Select Holder** button in the "Certificate Holder" section, and search by typing in the first part of the name of the holder. Select the holder when it appears, and it will prefill the holder information

Association Information		Certificate ID	108541
Chicago, IL 60611		Template	CONDO CERTIFICATE
		Email	☒ Email this certificate to me
Unit Owner		Certificate Holder/Mortgage Clause	
Name(s) on Mortgage		Select HolderNew Holder	
Address 1		Name	
Address 2		Acronym	
City	Chicago	Address 1	
State	IL	Address 2	
Zip	60611	City	
Phone		State	IL
Email		Zip	
Unit No.		Phone	
Loan No.		Fax	
		Email	

Step 4

1 Click **Get Certificate**

- a. A preview of the certificate will show in the window, and the user and the email address in the "Certificate Holder" section will be emailed the certificate
 - The user can opt out of receiving a copy of the certificate
 - From the preview screen, the user can save or print from that window
- b. To get another certificate, click **Get Another Certificate** or **Associations** in the upper right

The Condo Team is always available to assist you with obtaining certificates of insurance.

For further information or assistance, please contact us:

Email: condocerts@alliant.com

Certificate Hotline: (312) 595-8109

Team Fax: 312.595.4331

About Alliant Insurance Services

Alliant Insurance Services is the nation's leading specialty broker. In the face of increasing complexity, our approach is simple: hire the best people and invest extensively in the industries and clients we serve. We operate through national platforms to all specialties. We draw upon our resources from across the country, regardless of where the resource is located.