



ASSOCIATION CERTIFICATES AVAILABLE AT  
*<https://portal.iwins.com>*

STEP 1: Login ID: Certs8444      **Note: Case Sensitive**  
Password: Certs8444

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STEP 2:      **Click Condo Certs Button**

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STEP 3:      Enter the Association Name and Search      **(Try 3-5 letters)**

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STEP 4:      Click to Select the Certificate      **Property/Hazard for all loans, do a separate certificate if you need liability**

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STEP 5:      Enter the Required Fields \* with Lender information    **FIRST**

- Full Name
- Address
- City, State & Zip Code
  
- Holder Specific Portion
  - Unit Owner Name
  - Address
  - Loan Number

Recipient #1 is the Lender with email or fax

Recipient #2 is the Unit Owners with email or fax

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STEP 6:      Click SUBMIT to deliver the Certificate

*Let our experience guide you.*