**Date:**       **April 5, 2024**
**To:**         **State Agencies**
**From:**       **APP Team**
**Re:**         **SPO ALERT -  Update on Certificate of Insurance**

Dear Valued APP **Contract Managers**

We're excited to highlight a new <u>feature for contact managers</u> that will streamline your workflow and enhance visibility into your expiring insurance documents.

**Quick Access to Expiring Insurance Documents**

You'll now find a new widget titled "Expiring Insurance Documents" on your homepage when logged in with a procurement profile. This widget provides quick access to a comprehensive list of your Certificates of Insurance (COIs) that are set to expire within the next 90 days.

**Improved Visibility and Efficiency**

By clicking on the "Expiring Insurance Documents" widget, you'll be redirected to a dedicated page displaying a grid view of all your expiring COIs. This grid will show crucial details such as the document name, expiration date, and associated vendor or partner.

**Stay Ahead of Expiration Dates**

With this new feature, you can proactively manage your insurance document renewals and avoid any lapses in coverage. The 90-day window ensures you have ample time to initiate the renewal process and maintain compliance.

We're confident that this addition will save you time and effort in monitoring your expiring insurance documents, allowing you to focus on other critical procurement tasks.

**More to Come:**

Adding Filter **"Contract Owner"**.

If you have any questions or concerns, please contact APP Help Desk by emailing support at: app@azdoa.gov.

Sincerely,

 APP Team