

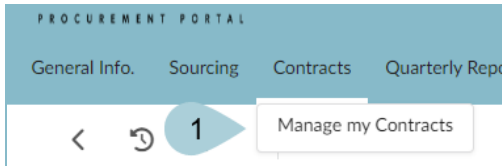
Uploading Certificate of Insurance

This document is a quick reference guide for suppliers who would like to upload a certificate of insurance (COI) to their contract in APP. If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Suppliers will receive a notification from APP notifying them that their COI is nearing expiration or has expired. Suppliers can then upload a COI to their contract. Once a COI is uploaded to the contract, the contract manager will approve or reject the uploaded document.

Uploading COI

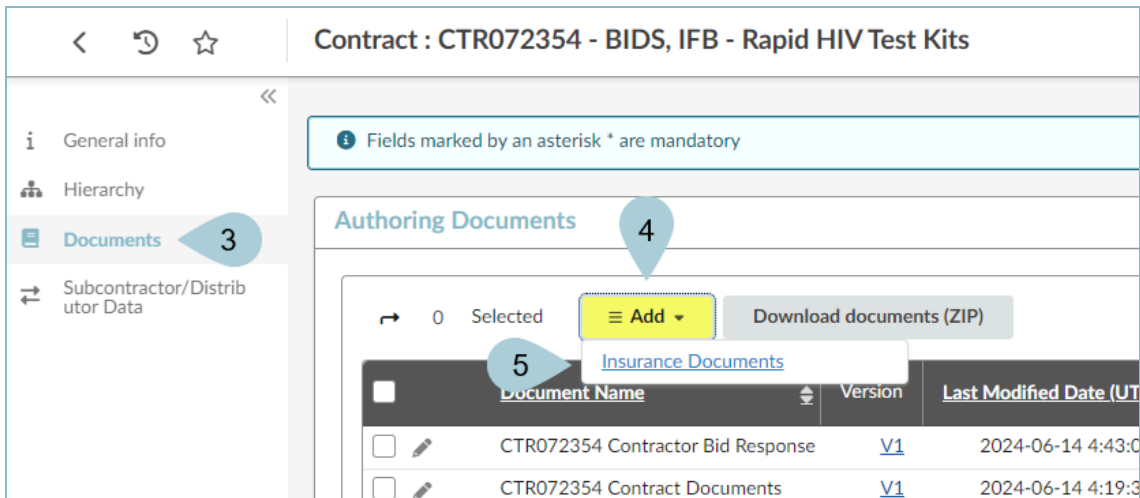
- Once logged into APP, navigate to the **Contracts** dropdown and select **Manage my Contracts** on the dropdown menu.




- Select the contract by clicking the **Pencil** icon



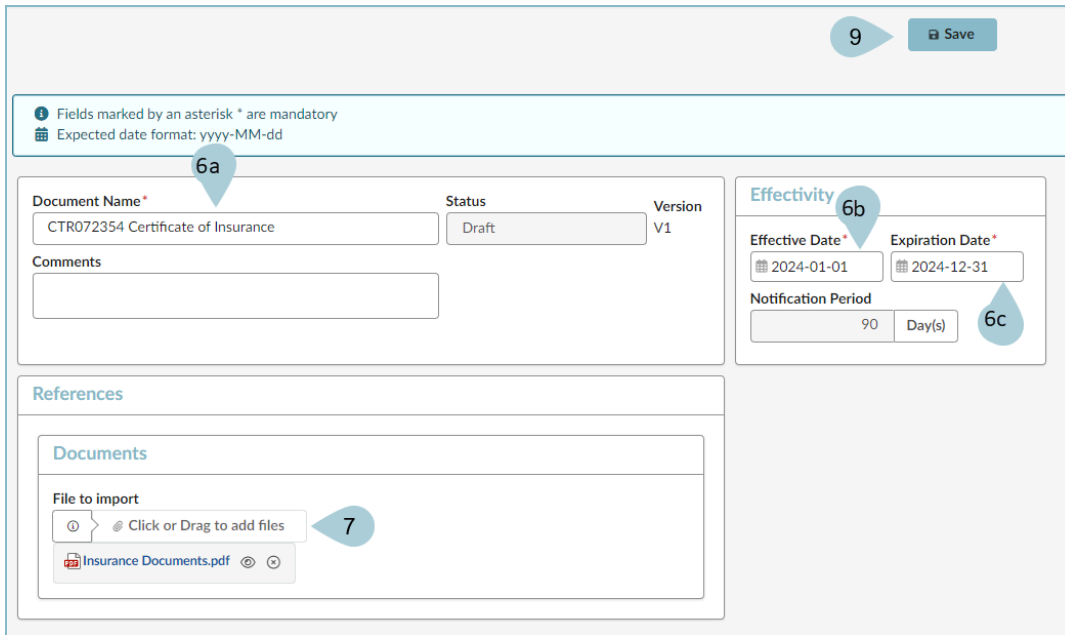
- Navigate to the **Documents** left margin tab.
- Click the **Add** button.
- Select **Insurance Documents**.



6. On the Document page update the following fields:
 - a. Document Name
 - b. Effective Date
 - c. Expiration Date

 *When the COI has multiple policies expiring on different dates, verify that the earliest expiration date is used in the Expiration Date field.*


7. Upload the document by selecting the **Click or Drag to Add Files** button.
8. Select the document you wish to upload from your computer files.
9. Click **Save**.



The screenshot shows a web form for uploading a Certificate of Insurance (COI). At the top right, there is a 'Save' button and a callout '9'. Below this is a header section with a note: 'Fields marked by an asterisk * are mandatory' and 'Expected date format: yyyy-MM-dd'. The main form area is divided into several sections:

- Document Name***: A text input field containing 'CTR072354 Certificate of Insurance'. A callout '6a' points to this field.
- Status**: A dropdown menu showing 'Draft'.
- Version**: A dropdown menu showing 'V1'.
- Comments**: A large text area for entering notes.
- Effectivity**: A section containing:
 - Effective Date***: A date picker set to '2024-01-01'. A callout '6b' points to this field.
 - Expiration Date***: A date picker set to '2024-12-31'.
 - Notification Period**: A dropdown menu set to '90' and a unit selector set to 'Day(s)'. A callout '6c' points to the unit selector.
- References**: A section titled 'Documents' containing a 'File to import' area. It has a callout '7' pointing to the 'Click or Drag to add files' button. Below this, a file named 'Insurance Documents.pdf' is shown as being uploaded.

10. The document displays a Draft status.

 *The contract manager will review, approve or reject the uploaded COI. If approved, the status of the document changes to approved. If rejected, you will receive a reason and must upload a new COI document. An email notification is sent for either approved or rejected status.*

Resources

Click the link below for additional supplier APP QRGs:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>