

Online Certificate Instructions

The easy to follow directions are indicated below. If you have questions, please do not hesitate to contact Mary Bailey at 303.831.5275.

Please be advised if you have a pop-up blocker installed on your computer you will NOT receive your certificate. Please disable your pop-up blocker by going to the TOOL menu in Internet Explorer. In the Popup Blocker section, choose DISABLE POPUP BLOCKER prior to issuing the certificate in order to receive it. Also, some pop-up blockers give you the option to add specific websites that will allow pop-ups, please add our website.

- Step 1: Go to **www.vgic.com**
- Step 2: Click on **Client Resources** located at the top of the screen.
- Step 3: Click on **Certificates.**
- Step 4: Click on **Community Association.**
- Step 5: Enter login ID: **VGA** (Van Gilder Advantage)
Password: **cert**
- Step 6: Click on **Community Association** to access certificate
- Step 7: Enter association name (or part of the association name) and click on the **Search** button
- Step 8: Click on the Association desired
- Step 9: Click on the current certificate name (i.e. **06/07 certificate** or **07/08 certificate**)
- Step 10: Enter Mortgagee Clause in the **Cert Holder Information** field. The required fields (*) must be completed.
- Step 11: Scroll down to the **Certificate Specific Portion**, complete the Unit Owner Name, Address and Loan Number.
- Step 12: Scroll down to the bottom of the page and click on **Submit Request** to create the certificate (**this will generate a pop-up box**).
- Step 13: Click on **Certificate** to build the certificate
- Step 14: The Certificate will immediately appear in .pdf form (Acrobat), which can be emailed or printed in your office.
- Step 15: To select another association, click on the **Service Menu** or to exit hit **logoff**.