



NYSIF.COM

Certificate of Insurance User Guide

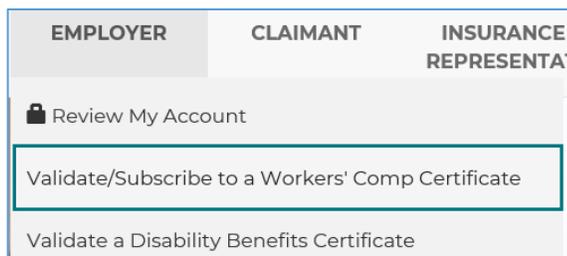
CERTIFICATE HOLDERS

NYSIF is pleased to offer a subscription service for certificate holders. When a certificate holder validates a Certificate of Insurance, the certificate holder will have the option to subscribe to cancellation notifications, electronically or via mail, for that certificate. **Please note** that you must subscribe to a certificate to receive a notice of cancellation.

Validate a Certificate

Visit nysif.com, choose Employer, and choose Validate a Workers' Comp Certificate. Save this link as a bookmark for direct access: <https://www.nysif.com/cert/certval.asp>.

Enter the policy number and certificate number in the validation fields. Choose Validate Certificate.



Validate Certificate

To validate a Certificate of Insurance, enter the Policy Number and Certificate Number shown on the certificate and click "Validate Certificate." After validating the certificate, you may subscribe or unsubscribe from notifications for that certificate.

Policy Number
98765432

Certificate Number
922871

Validate Certificate

Alert me if this policy cancels

Certificate Validated

✓ This confirms that a Certificate of Insurance was issued with the following information:

Policy Info		Certificate Info	
Policy Number	98765432	Certificate Number	922871
Policyholder	ACME FENCE CO	Certificate Holder	TSIU TEST RENEW 15-16
Policy Period	06/09/2018 - 06/09/2019		

Notice of cancellation is only sent to subscribed Certificate Holders. Click "Manage Subscriptions" to subscribe to or unsubscribe from notifications for this certificate.

Manage Subscriptions

If valid:

If the policy is not valid, a message will be returned stating:

Invalid Certificate

⚠ No valid certificate found for Certificate 988765 Policy 98765432.

Please recheck the information and try again.

[I suspect my certificate is fraudulent.](#)

Subscribe to a Certificate

Once you validate a certificate, choose the blue Alert button or the "Manage Subscriptions" button to subscribe to email or mail notifications regarding changes in the policy. **Please note: You must subscribe to receive notifications on newly created or renewed certificates.**

To subscribe to email notifications, enter your email address in the "Email to" field and re-enter it to confirm. Click Subscribe.

You will receive a confirmation message of your subscription, as well as an email confirmation to the email address entered.

Manage Subscriptions

To subscribe to or unsubscribe from notifications for this certificate, fill out and submit the Subscription options below.

Policy Number 98765432	Cert Number 922871
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Subscription Options

Subscribe to or unsubscribe from certificate?

Subscribe Unsubscribe

Select certificate notification delivery method

Send to email address Mail to Certificate Holder

Email Address to Subscribe

Re-enter Address to Confirm

Subscribe

[Go to Certificate Validation](#)

✓ Thank you for subscribing to electronic notifications for Certificates of Insurance from the New York State Insurance Fund. Please be sure to add `certificate_notifications@nysif.com` to your approved sender list in your email to avoid notifications going to your Spam folder.

Certificate holders can subscribe to mail notifications. Select the radio button next to Mail to Certificate Holder and click Subscribe. Mail notifications will be sent to the address listed on the certificate. No further action is required.

Subscription Options

Subscribe to or unsubscribe from certificate?

Subscribe Unsubscribe

Select certificate notification delivery method

Send to email address Mail to Certificate Holder

Subscribe

To unsubscribe, follow the validation steps, choose Manage Subscriptions and click "Unsubscribe." Please note that you cannot unsubscribe from Mail Subscriptions.