

Ramapo River Reserve HOA

LOG ON URL: <https://certificatesnow.confirmnet.com>

Your ID is: RAMAP-1 (CAPS)
Your Password is: RAMAP-1 (CAPS)

We are pleased to announce our partnership with the on-line service CertificatesNow and JGS Insurance. Due to the high demand for certificates this new partnership will enable you to create certificates on-line, and have them delivered within a few minutes either by fax or e-mail, 24 hours a day, seven days a week. You will need the above captioned ID# and Password to access your account information.



JACOBSON
GOLDFARB
SCOTT
INSURANCE

960 HOLMDEL ROAD
HOLMDEL, NJ 07733

TEL 877 547 4671
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www.jgsinsurance.com

On Line Certificates Feature:

CertificatesNow has an indicator that details the steps in the task and makes you aware of which step you are currently working on.

In addition to seeing where you will be going in the task, you can also see the steps you have been through for the particular task. The progress bar will allow you and your users to easily know what steps are involved in creating and delivering certificates.



For example, the screen above shows that we are working on the Masters task and that we are on step 1 of the 8 steps in this task.

NOTE: Do not use the Back button or arrow on the browser, as any previously entered information may be lost and an error may occur. The Cancel button in Certificates Now acts as a Back button.

SENDING A CERTIFICATE:

1. Go to the website: <http://www.jgsinsurance.com/> and click on the **Certificates Now** icon on the left of the screen.
2. Enter the **User ID** and **Password** in all CAPITAL LETTERS and click the **Login** button.
3. Click on the **Deliver Certificates** icon in the center of the screen.
4. Click the button to the left of the certificate you wish to use and click the **Continue** button at the bottom of the screen.



Login



DELIVER CERTIFICATES

Continue

PROPERTY, CASUALTY
LIFE, HEALTH, HOMEOWNERS,
AUTOMOBILE



5. If the desired lender is listed, click on the **name of the bank** (not the circle to the left of the name) to bring up their information. Review all of the fields (listed below in steps 6a-6m), making any necessary changes. Proceed to step #7.
6. If the desired lender is not listed, click the **New Recipient** button at the bottom of the screen and enter the following information on the new screen:

New Recipient

- a. **Name:** Lender Name
- b. **Additional Name:** Continuation of Lender Name and Mortgagee Clause
- c. **Fax:** Desired fax number if the Certificate is to be delivered via fax
- d. **E-mail:** Desired email address if the Certificate is to be delivered via email
- e. **Address:** Lender's PO Box or Street Address portion of the mailing address
- f. **City:** Lender's City portion of the mailing address
- g. **State:** Lender's State portion of the mailing address
- h. **Zip/Postal Code:** Lender's Zip Code portion of the mailing address
- i. **Default Delivery Method:** Select either Fax or E-mail, depending on the desired method of deliver (You will not be able to print the Certificate upon completion. It must be either faxed or emailed to a recipient.)
- j. **Country:** Lender's Country (United States)
- k. **Condo Owner Name:** Unit Owner's name(s)
- l. **Condo Owner Address:** Street Address for the unit in question
- m. **Condo Loan Number:** Unit Owner's loan number

7. After entering all of the necessary information, click the **Save** button at the bottom of the screen. This will take you back to a list of all of the available lenders.

Save

8. Click the button to the left of the lender and click the **Continue** button at the bottom of the screen to begin the delivery process.

Continue

9. The selected lender will be listed under **Certificate Holder**. If correct, click the **Continue** button.

Continue

10. Enter the desired subject line in the available space and click the **Continue** button.

Continue

11. Click **Deliver Now** to send the Certificate. Once done, you will be returned to the list of available Certificates. Close the web browser.

Deliver Now

QUESTIONS? Email customer-care@confirmnet.com or call toll free at 877-669-8600.