

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 within APP. Once a COI is uploaded to the contract, the contract manager will use their agency’s process to approve or reject the uploaded document.

Some agencies follow a different process than what is detailed in this document. Please follow the process outlined by the contract manager for uploading your COI.

Uploading COI

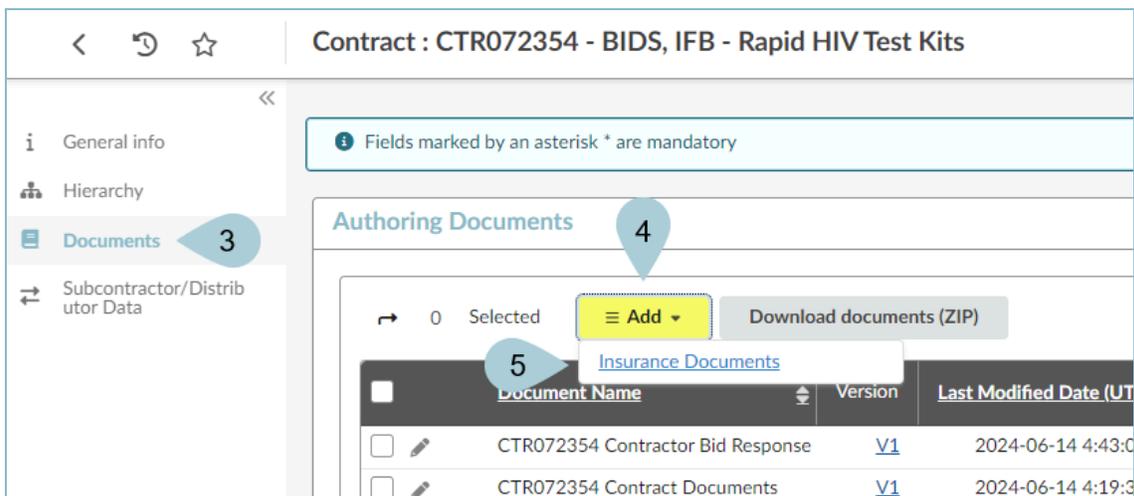
- Once logged into APP, navigate to the **Contracts** dropdown and select **Manage my Contracts** on the dropdown menu.



- 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:



The Document Name field auto populates and does not need editing.

- a. Coverage Type
- 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 document management interface. At the top right, there is a 'Save' button and a callout '9'. The main form is divided into several sections:

- Document Name:** CTR047120 COI
- Status:** Draft
- Version:** V1
- Comments:** A text area with a callout '6a'.
- Coverage Type*:** A dropdown menu showing 'General Liability' with a callout '6a'.
- Effective Date*:** A date picker showing '8/1/2024' with a callout '6b'.
- Expiration Date*:** A date picker showing '8/31/2025' with a callout '6c'.
- Notification Period:** A field showing '90' and 'Day(s)'.
- References:** A section titled 'Documents' containing a 'File to import' area with a callout '7'. The file 'CTR047120 - Insurance.pdf' is listed.

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>