

Topic: The following document demonstrates how to utilize the new Certificate of Insurance (“COI”) upload feature for insurance agents and insurers.

Summary: After self-registering for a username and password, agents and insurers will have access to a portal for the upload of Certificates of Insurance.

This Guide is for: Insurance agents and insurers who are authorized to upload Certificates of Insurance on behalf of firms.

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Self-Registration

To access the upload portal, agents and insurers must create a **User ID** and **password**.

The link for self-registration will be provided by the Supreme Court.

After clicking the link that has been provided, follow the instructions on the screen.

1) Create a User ID and password.

You will use this User ID and password **each time** you login to upload a Certificate of Insurance.

[Step 1: Complete Registration Details](#) >
 [Step 2: Complete Registration](#)
[Step 3: Activate User](#)

Registration Instructions

Registration is a multi step process:

Step 1: Complete the registration details
 Step 2: Accept the privacy statement and click "**Complete Registration**" to receive activation email..
 Step 3: Click "**Activation Link**" in your activation email to activate your registration.

Login Details: 1

User ID *

Password *

Confirm Password *

(9-15 characters [A-Z,a-z,0-9])

- ✓ Must be exactly 8 Characters long
- ✓ At least 1 Lowercase Letter
- ✓ At least 1 Uppercase letter
- ✓ At least 1 Number
- ✓ At least one of the three special characters @, #, \$

2) Enter contact information. Required fields are noted with an *

Business name is not required but may be helpful (see page 10 herein).

3) Complete the security questions and enter the email and mobile phone for two factor authentication. Click **“Complete Registration”**.

Contact Information

First Name * Last Name * 2

Email * Confirm email *

Email address for notifications: * Email address for notifications: Email address for notifications:

Primary phone number * Work phone number Business name 2

Address line 1 Address line 2 City

State Zip/Postal code Country

Security Questions

Security Question 1 * 3

Security Answer1 *

Security Question 2 *

Security Answer2 *

Security Question 3 *

Security Answer3 *

Two Factor Authentication

3 Two-factor authentication is an added security measure used to prevent unauthorized access.

Email *

Country code * Mobile number *

Privacy Statement

Select the Check Box to indicate that you have read and fully understood the Privacy Terms

3 Complete Registration

4) A confirmation displays.

5) Open the email from NJCourtsOnline.com and click on the link.

Note: copying and pasting the link into a browser is recommended. *Use Chrome or Edge.*

The link must be used within 7 days.

6) A success message displays.

The User ID is not activated and cannot be used until these steps are completed.

Step 1: Complete Registration Details > Step 2: Complete Registration > Step 3: Activate User

Thank you for registering with [NJCourtsOnline.com](https://njcourtsonline.com).

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Instructions

- In a few moments, you will receive an activation email containing an activation link.
- Click on that link to complete your registration

NJCourtsOnline.com - Activation Email

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ESSOPortalQA Mailbox
 Today, 10:34 AM
 Susan Flynn

Inbox:

.....
 IMPORTANT: This is an automated response. Please do not reply to this email.

You have asked to be registered with [NJCourtsOnline.com](https://njcourtsonline.com) with the User ID: InsAgent007

Click on the link below or copy and paste the link into your browser to activate your registration.
<https://portalselfreg-gacloud.aocnp.njcourts.gov/prweb/PRServletPublicAuth?pyActivity=NJ-ESSOPortal-Data-UserProfile.ActivateUser&pzAuth=guest&UserID=InsAgent007&ActivationEmailDate=MjAyMTEyMTNUMTUzNDQ3LjgxMiBHTVQ=>

Please note that the "activation link" contained in this email will expire if it is not used within 7 days.

Thank You,
[NJCourtsOnline.com](https://njcourtsonline.com)

.....
 IMPORTANT: This is an automated response. Please do not reply to this email.

Login

Click on the login link **OR** use the link provided by the Supreme Court.

Enter the **User ID** and **password** to login.

The fields are **case sensitive**.

Step 1: Complete Registration Details > Step 2: Complete Registration > Step 3: Activate User **6**

Thank you for activating your registration. You may now login with the new User ID and password you have created.

[Log in help](#)

To request information about your existing ID click **Forgot User ID?**

Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance.

If you have not received an activation email after registering, click **Resend Activation Email** to request the activation email to be sent again.

To access the New Jersey Courts website, click NJCourts.gov

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

Enter user ID and password. If you have been provided with a temporary password, login below.

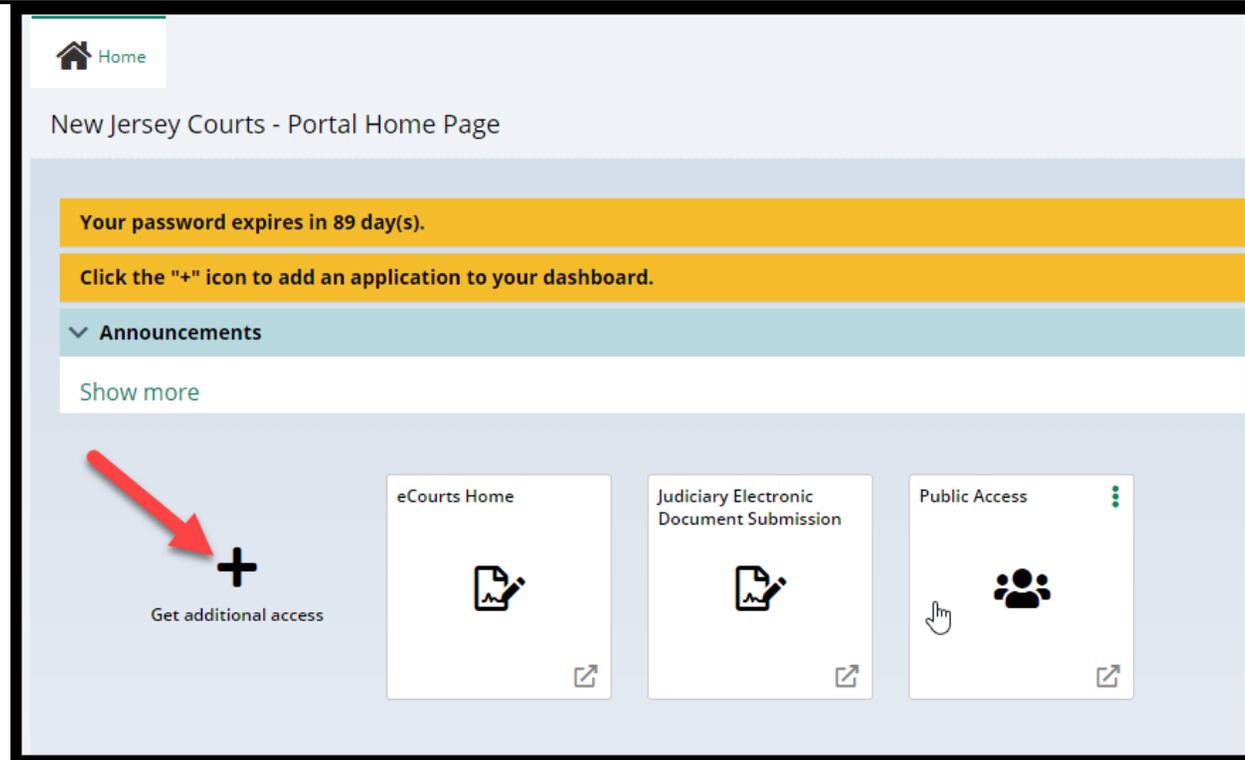
User ID * [Forgot User ID?](#)

Password * [Forgot Password?](#)

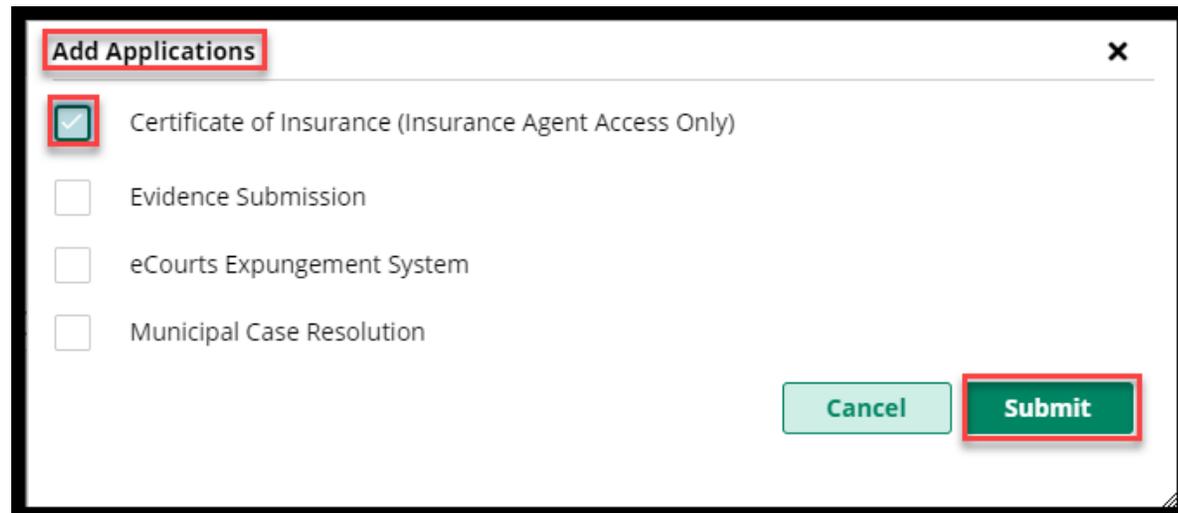
[Resend Activation Email](#)

Adding the Tile

On the “Home” screen, click the + sign.



Check “**Certificate of Insurance (Insurance Agent Access Only)**” and click ‘Submit’.



The Certificate of Insurance tile now displays on the “**Home**” screen.

Once added, the tile will remain on the ‘Home’ screen.

To begin, click on the tile.

Home

New Jersey Courts - Portal Home Page

Changes have been made to your account. Please logout and sign-in again in order for the changes to take effect.

Your password expires in 89 day(s).

Click the "+" icon to add an application to your dashboard.

Announcements

Show more

+

Get additional access

eCourts Home

Certificate of Insurance (Insurance Agent Access Only)

Judiciary Electronic Document Submission

Public Access

Upload Process

To begin, **search** for the firm by:

- Firm **name** or
- Firm **ID**

Partial name searches are **permitted**.

Firm ID will begin with an **"F"**.

Click **'Search'**.

Search results will display. Click **'Open'** to select the appropriate firm.

Home

Certificate of Insurance

Search insured firm

Search by* ⓘ

Firm ▾

Search Criteria* Name*

ID Name Lippincott

Reset Search

Search insured firm

Search by* ⓘ

Firm ▾

Search Criteria* ID*

ID Name F00030011

Reset Search

Search insured firm

Search by* ⓘ

Firm ▾

Search Criteria* Name*

ID Name Lippincott

Reset Search

4 records

ID ↕	Name ↕	
F00014258	JEFFREY J LIPPINCOTT	Open
F00007156	LIPPINCOTT & KRIEGEL	Open
F00020397	LIPPINCOTT KINNARD	Open
F00030011	LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI	Open

The upload screen contains:

- 1) **Insured** section displaying the firm/entity insured
- 2) **Firm** billing email
- 3) **Insurer Information** section for the agent/insurer information
- 4) The **User ID** of the agent/insurer uploading the COI. The 'Business Name' field will be blank if 'Business Name' is left blank on the "**Contact Information**" screen when the User ID is created.

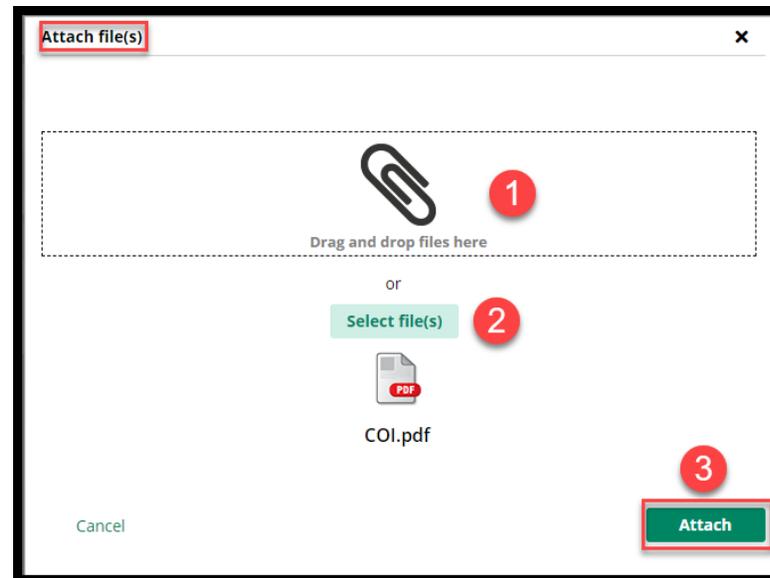
If the field is populated in "Contact Information" the name will carry over.

- 5) **Documents** section for uploading Certificates of Insurance

To begin **upload**, click on
[+ Add Certificate of Insurance](#)

- 1) Drag and drop, **or**
- 2) Select a **PDF**, and
- 3) **Click** 'Attach'

Uploads must be done
one at a time.



From the “Documents” section:

- 1) **Enter** the policy effective date and the policy expiration date
- 2) The ‘Document Description’ field will populate with the name of the uploaded file, but **this verbiage can be changed**.
- 3) **Click** ‘Submit’
- 4) **Complete** the Certification
- 5) Clicking the **hyperlinks** opens **PDF** versions of the applicable Rule

Confirmation of Upload

A **confirmation** displays after upload.

This **completes** the submission **process**. Clicking 'Close' returns you to the “**Search insured firm**” screen.

An email is sent to the firm’s **billing address**.

All COIs must be **approved** by the Supreme Court. A **separate email** will be sent relating to the acceptance of uploaded COIs.

✓ Your upload has been successfully submitted and a confirmation email has been sent.

Submission information			
Transaction ID ATY2021COI246	Submitted date 12/14/2021	Document received Insurance Certificate Upload	Firm name LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI
Insurer NJ Insurance Co	Policy effective date 12/01/2021	Policy expiration date 12/31/2022	

Close

Certificate of Insurance Received

 cams.mbx@njcourts.gov
 Today, 2:42 PM
 Susan Flynn; Susan Flynn ✕



The certificate of insurance referenced below was received by the Clerk of the Supreme Court on 12/14/2021 at 02:42:16 and will be reviewed.

Document:	Certificate of Insurance
Insured:	LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON & CRI
Insurer:	NJ Insurance Co
Policy Effective Date:	12/1/2021
Policy Expiration Date:	12/31/2022
Transaction ID:	ATY2021COI246

This notification is for informational purposes. Login to your NJ Courts registration to make any changes.

For questions, please contact the Supreme Court Clerk's Office at SupremeCT.Mailbox@njcourts.gov.