

JONES

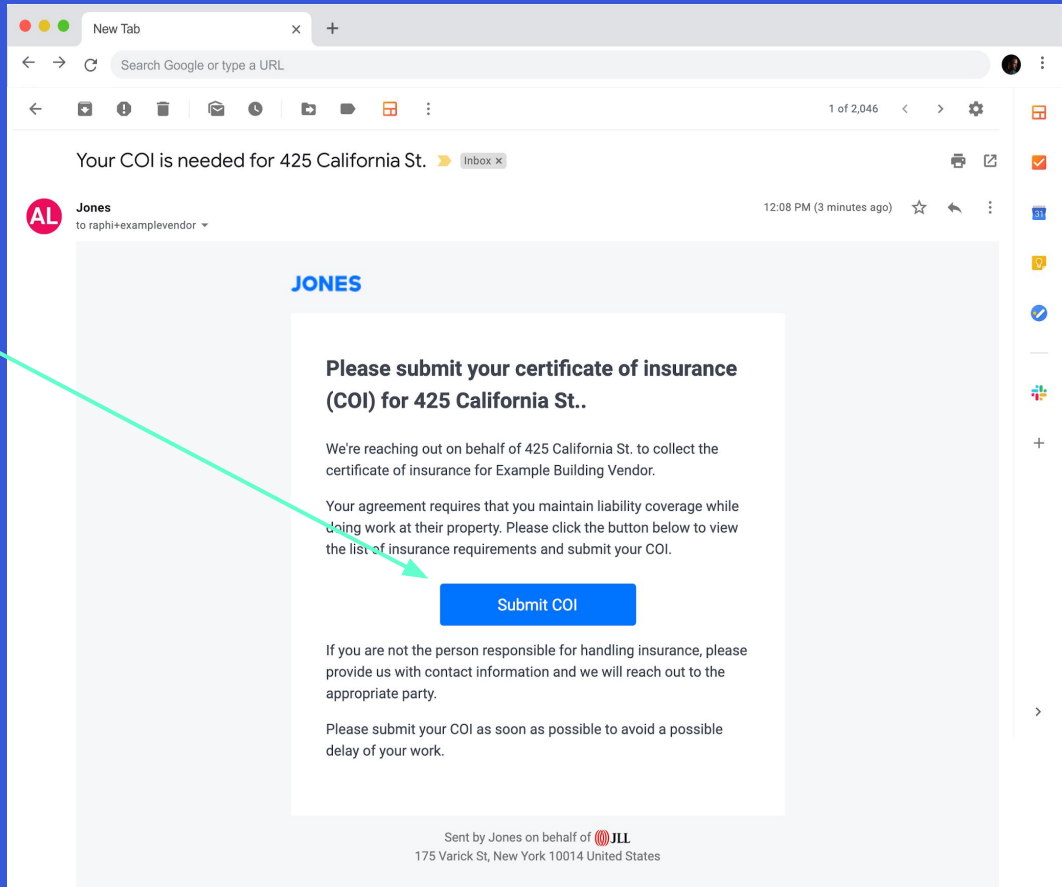
COI Upload Guide

Guest Vendors

Received a COI request from Jones?

Step #1

Click the *Submit COI* button and I'll walk you through submitting your COI



The screenshot shows an email interface with the following content:

Subject: Your COI is needed for 425 California St. Inbox x

From: Jones 12:08 PM (3 minutes ago) ☆ ↶ ⋮
to raphi+examplevendor ▾

JONES

Please submit your certificate of insurance (COI) for 425 California St..


We're reaching out on behalf of 425 California St. to collect the certificate of insurance for Example Building Vendor.

Your agreement requires that you maintain liability coverage while doing work at their property. Please click the button below to view the list of insurance requirements and submit your COI.

[Submit COI](#)

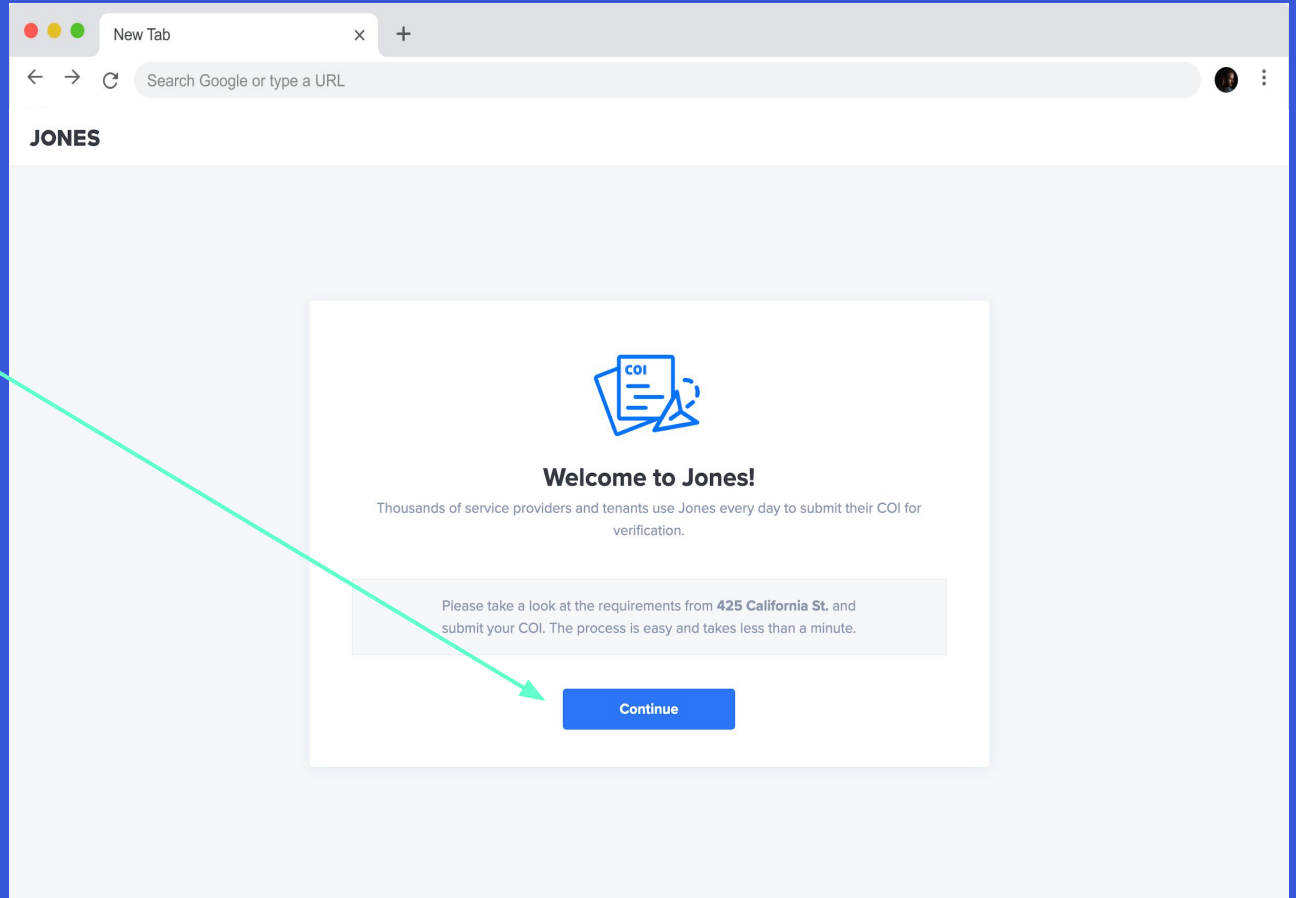
If you are not the person responsible for handling insurance, please provide us with contact information and we will reach out to the appropriate party.

Please submit your COI as soon as possible to avoid a possible delay of your work.

Sent by Jones on behalf of  JIL
175 Varick St, New York 10014 United States

Step #2

After confirming you recognize the property name, hit *Continue* to start the submission process



The screenshot shows a web browser window with a single tab titled "New Tab". The address bar contains the text "Search Google or type a URL". The page header displays "JONES" in a bold, black font. The main content area features a white card with a blue icon of a document labeled "COI" and a magnifying glass. Below the icon, the text reads "Welcome to Jones!" followed by "Thousands of service providers and tenants use Jones every day to submit their COI for verification." A light gray box contains the text: "Please take a look at the requirements from 425 California St. and submit your COI. The process is easy and takes less than a minute." At the bottom of the card is a blue button with the text "Continue". A green arrow points from the "Continue" button in the text box on the left to the "Continue" button on the website.

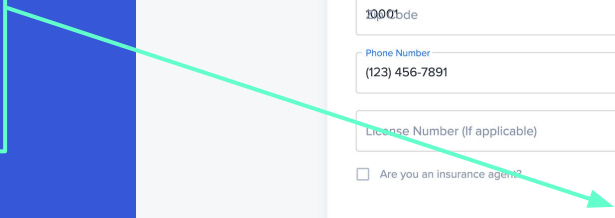
Step #3

Fill in the requested information about you and your business



Step #4

After filling in your information, click the *Continue* button to sign your vendor agreement



New Tab x +

Search Google or type a URL

Let's get started with some basic information.

Service provider details

Company Name
Example Building Vendor

Company DBA (Optional)

Contact First Name
John

Contact Last Name
Han

Business Category
Moving

Business Description (Optional)
General service moving company.

Street Address
1234 Broadway

City
New York

State
New York

10001cde

Phone Number
(123) 456-7891

License Number (if applicable)

Are you an insurance agent?

Continue

3 quick steps & you're set

- 1 Company Information
- 2 Insurance Requirements
- 3 Upload COI

Step #5
Fill in the necessary information and sign the contract

Step #6
If you can't sign the contract right now, you can click the button to skip

New Tab

Search Google or type a URL

JONES

Review and sign contract

Your agreement with 425 California St. requires an authorized representative of Example Guest Vendor to review and electronically sign the contract below. By signing, you agree to all its terms and conditions. Please contact 425 California St. with any questions about this requirement.

CLEAR FORM 6 REQUIRED FIELDS LEFT START

JLL

VENDOR LETTER

Date

Dear California Sansome Co., a California limited partnership and 425 California, Inc., its general partner ("Owner"), Calfox, Inc. ("Asset Manager") and Jones Lang LaSalle America's, Inc. ("Property Manager").

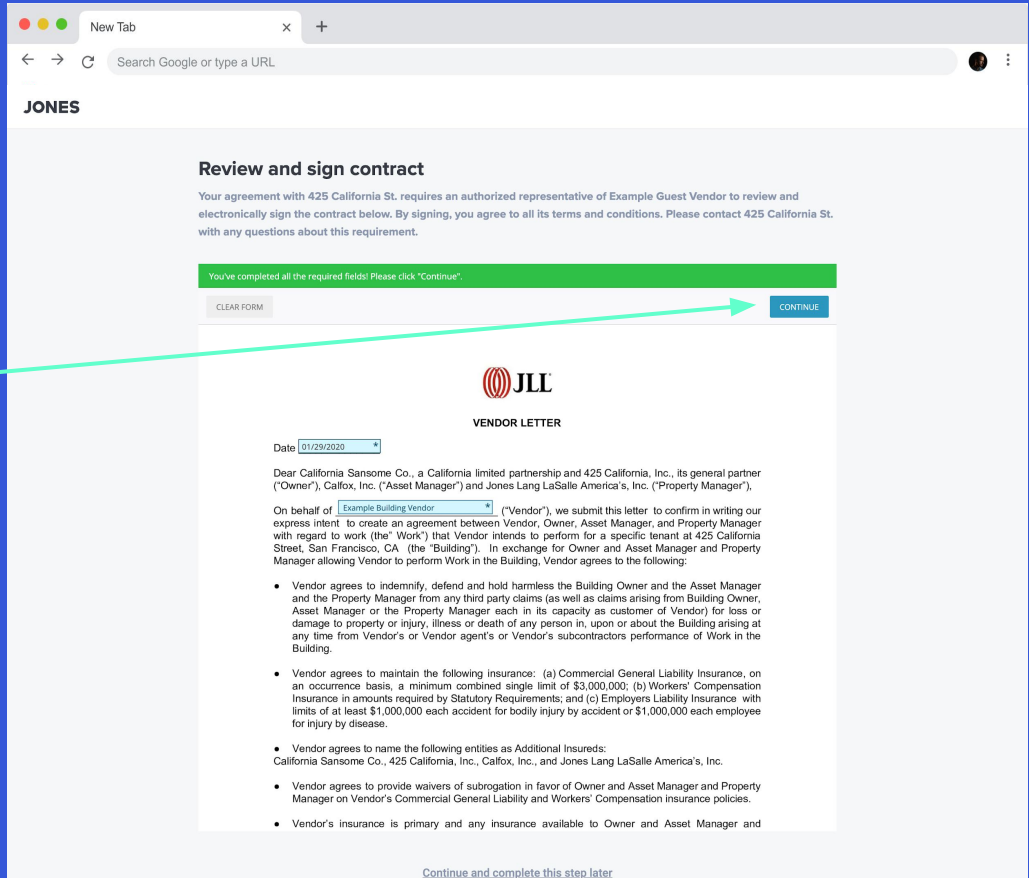
On behalf of ("Vendor"), we submit this letter to confirm in writing our express intent to create an agreement between Vendor, Owner, Asset Manager, and Property Manager with regard to work (the "Work") that Vendor intends to perform for a specific tenant at 425 California Street, San Francisco, CA (the "Building"). In exchange for Owner and Asset Manager and Property Manager allowing Vendor to perform Work in the Building, Vendor agrees to the following:

- Vendor agrees to indemnify, defend and hold harmless the Building Owner and the Asset Manager and the Property Manager from any third party claims (as well as claims arising from Building Owner, Asset Manager or the Property Manager each in its capacity as customer of Vendor) for loss or damage to property or injury, illness or death of any person in, upon or about the Building arising at any time from Vendor's or Vendor agent's or Vendor's subcontractors performance of Work in the Building.
- Vendor agrees to maintain the following insurance: (a) Commercial General Liability Insurance, on an occurrence basis, a minimum combined single limit of \$3,000,000; (b) Workers' Compensation Insurance in amounts required by Statutory Requirements; and (c) Employers Liability Insurance with limits of at least \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for injury by disease.
- Vendor agrees to name the following entities as Additional Insureds: California Sansome Co., 425 California, Inc., Calfox, Inc., and Jones Lang LaSalle America's, Inc.
- Vendor agrees to provide waivers of subrogation in favor of Owner and Asset Manager and Property Manager on Vendor's Commercial General Liability and Workers' Compensation insurance policies.
- Vendor's insurance is primary and any insurance available to Owner and Asset Manager and Property Manager shall be excess over and shall not contribute to the payment of a loss prior to the exhaustion of Vendor's limits of insurance.

[Continue and complete this step later](#)

Step #7

Once the contract is complete a green bar will appear and you can click *Continue*



New Tab

Search Google or type a URL

JONES

Review and sign contract

Your agreement with 425 California St. requires an authorized representative of Example Guest Vendor to review and electronically sign the contract below. By signing, you agree to all its terms and conditions. Please contact 425 California St. with any questions about this requirement.

You've completed all the required fields! Please click "Continue".

CLEAR FORM CONTINUE

VENDOR LETTER

Date: 01/29/2020

Dear California Sansome Co., a California limited partnership and 425 California, Inc., its general partner ("Owner"), Calfox, Inc. ("Asset Manager") and Jones Lang LaSalle America's, Inc. ("Property Manager"),

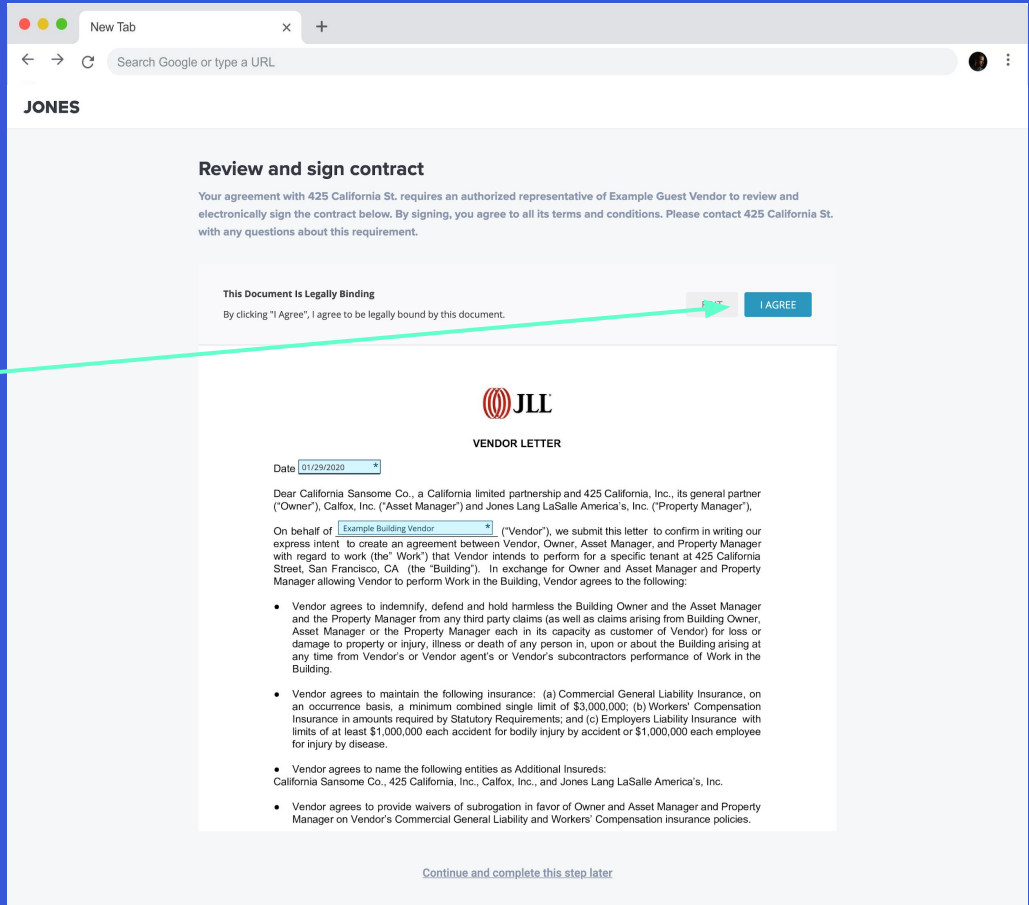
On behalf of [Example Building Vendor] ("Vendor"), we submit this letter to confirm in writing our express intent to create an agreement between Vendor, Owner, Asset Manager, and Property Manager with regard to work (the "Work") that Vendor intends to perform for a specific tenant at 425 California Street, San Francisco, CA (the "Building"). In exchange for Owner and Asset Manager and Property Manager allowing Vendor to perform Work in the Building, Vendor agrees to the following:

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- Vendor agrees to maintain the following insurance: (a) Commercial General Liability Insurance, on an occurrence basis, a minimum combined single limit of \$3,000,000; (b) Workers' Compensation Insurance in amounts required by Statutory Requirements; and (c) Employers Liability Insurance with limits of at least \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for injury by disease.
- Vendor agrees to name the following entities as Additional Insureds: California Sansome Co., 425 California, Inc., Calfox, Inc., and Jones Lang LaSalle America's, Inc.
- Vendor agrees to provide waivers of subrogation in favor of Owner and Asset Manager and Property Manager on Vendor's Commercial General Liability and Workers' Compensation insurance policies.
- Vendor's insurance is primary and any insurance available to Owner and Asset Manager and

[Continue and complete this step later](#)

Step #8

Click *I AGREE* to acknowledge that this is a legally binding contract



New Tab

Search Google or type a URL

JONES


Review and sign contract

Your agreement with 425 California St. requires an authorized representative of Example Guest Vendor to review and electronically sign the contract below. By signing, you agree to all its terms and conditions. Please contact 425 California St. with any questions about this requirement.

This Document is Legally Binding

By clicking "I Agree", I agree to be legally bound by this document.

[I AGREE](#)



VENDOR LETTER

Date: 01/29/2020

Dear California Sansome Co., a California limited partnership and 425 California, Inc., its general partner ("Owner"), Calfox, Inc. ("Asset Manager") and Jones Lang LaSalle America's, Inc. ("Property Manager").

On behalf of Example Building Vendor ("Vendor"), we submit this letter to confirm in writing our express intent to create an agreement between Vendor, Owner, Asset Manager, and Property Manager with regard to work (the "Work") that Vendor intends to perform for a specific tenant at 425 California Street, San Francisco, CA (the "Building"). In exchange for Owner and Asset Manager and Property Manager allowing Vendor to perform Work in the Building, Vendor agrees to the following:

- Vendor agrees to indemnify, defend and hold harmless the Building Owner and the Asset Manager and the Property Manager from any third party claims (as well as claims arising from Building Owner, Asset Manager or the Property Manager each in its capacity as customer of Vendor) for loss or damage to property or injury, illness or death of any person in, upon or about the Building arising at any time from Vendor's or Vendor agent's or Vendor's subcontractors performance of Work in the Building.
- Vendor agrees to maintain the following insurance: (a) Commercial General Liability Insurance, on an occurrence basis, a minimum combined single limit of \$3,000,000; (b) Workers' Compensation Insurance in amounts required by Statutory Requirements; and (c) Employers Liability Insurance with limits of at least \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for injury by disease.
- Vendor agrees to name the following entities as Additional Insureds: California Sansome Co., 425 California, Inc., Calfox, Inc., and Jones Lang LaSalle America's, Inc.
- Vendor agrees to provide waivers of subrogation in favor of Owner and Asset Manager and Property Manager on Vendor's Commercial General Liability and Workers' Compensation insurance policies.

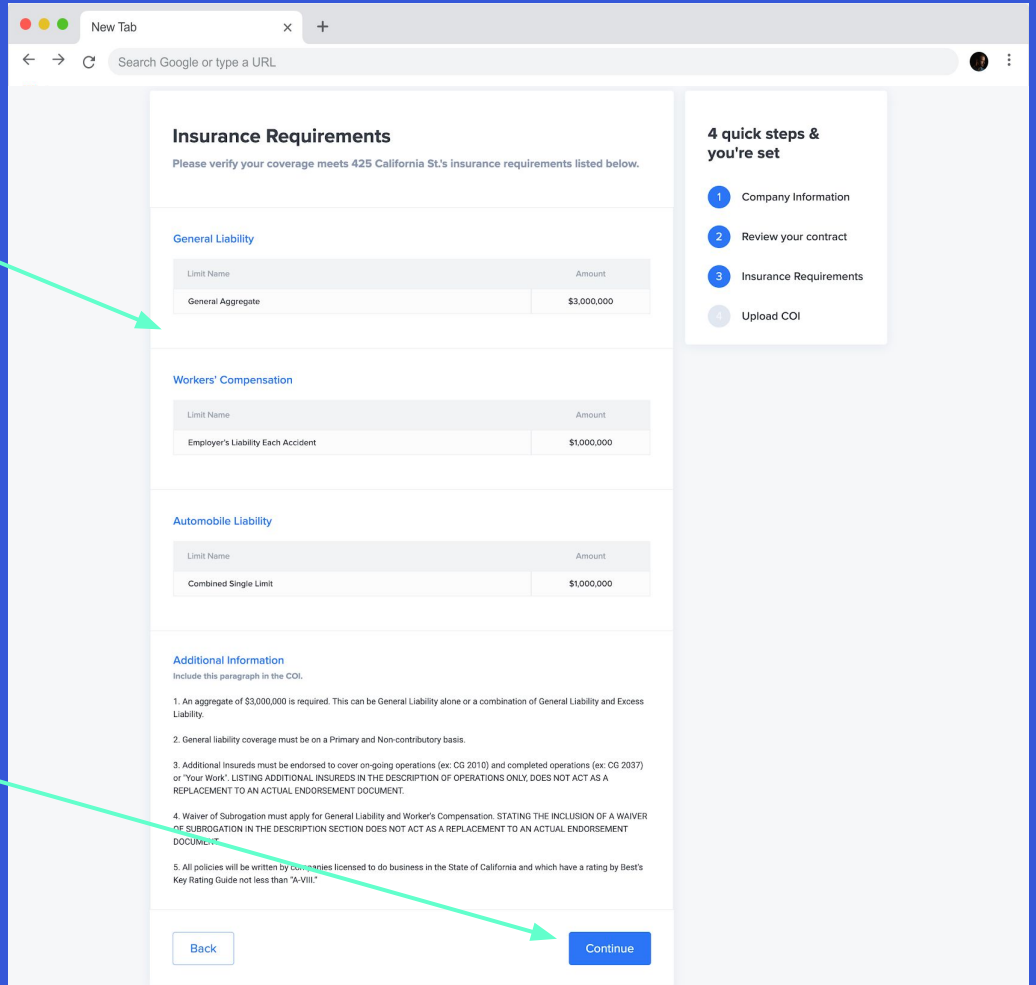
[Continue and complete this step later](#)

Step #9

Read through the insurance requirements to make sure you have the required coverage

Step #10

After making sure your COI fulfills the insurance requirements, click the *Continue* button



The screenshot shows a web browser window with a "New Tab" and a search bar. The main content is titled "Insurance Requirements" and includes a sub-header "Please verify your coverage meets 425 California ST's insurance requirements listed below." On the right, a sidebar lists "4 quick steps & you're set" with steps 1-4: Company Information, Review your contract, Insurance Requirements, and Upload COI. The main content is divided into sections: "General Liability", "Workers' Compensation", "Automobile Liability", and "Additional Information". Each section contains a table with "Limit Name" and "Amount". The "General Liability" table shows "General Aggregate" with an amount of "\$3,000,000". The "Workers' Compensation" table shows "Employer's Liability Each Accident" with an amount of "\$1,000,000". The "Automobile Liability" table shows "Combined Single Limit" with an amount of "\$1,000,000". The "Additional Information" section contains five numbered instructions. At the bottom, there are "Back" and "Continue" buttons. Two red callout boxes are overlaid on the image: one pointing to the "General Liability" table and another pointing to the "Continue" button.

Insurance Requirements

Please verify your coverage meets 425 California ST's insurance requirements listed below.

General Liability

Limit Name	Amount
General Aggregate	\$3,000,000

Workers' Compensation

Limit Name	Amount
Employer's Liability Each Accident	\$1,000,000

Automobile Liability

Limit Name	Amount
Combined Single Limit	\$1,000,000

Additional Information

Include this paragraph in the COI.

1. An aggregate of \$3,000,000 is required. This can be General Liability alone or a combination of General Liability and Excess Liability.
2. General liability coverage must be on a Primary and Non-contributory basis.
3. Additional Insureds must be endorsed to cover on-going operations (ex: CG 2010) and completed operations (ex: CG 2037) or "Your Work". LISTING ADDITIONAL INSUREDS IN THE DESCRIPTION OF OPERATIONS ONLY; DOES NOT ACT AS A REPLACEMENT TO AN ACTUAL ENDORSEMENT DOCUMENT.
4. Waiver of Subrogation must apply for General Liability and Worker's Compensation. STATING THE INCLUSION OF A WAIVER OF SUBROGATION IN THE DESCRIPTION SECTION DOES NOT ACT AS A REPLACEMENT TO AN ACTUAL ENDORSEMENT DOCUMENT.
5. All policies will be written by companies licensed to do business in the State of California and which have a rating by Best's Key Rating Guide not less than "A-VIII."

[Back](#) [Continue](#)

Step #11

Drag and drop your COI and endorsements or click the *Select a file* button to open a file dialogue

The screenshot shows a web browser window with a 'New Tab' and a search bar. The page title is 'JONES'. The main content area is titled 'Upload Certificate of Insurance'. It features a dashed box containing a folder icon with an upward arrow, the text 'Drag and drop COI here', and the word 'or' below it. A blue button with a file icon and the text 'Select a file' is positioned below the dashed box. A 'Back' button is located at the bottom left of the main content area. To the right, a sidebar titled '3 quick steps & you're set' lists three steps: 1. Company Information, 2. Insurance Requirements, and 3. Upload COI. A green arrow points from the text box on the left to the 'Select a file' button.

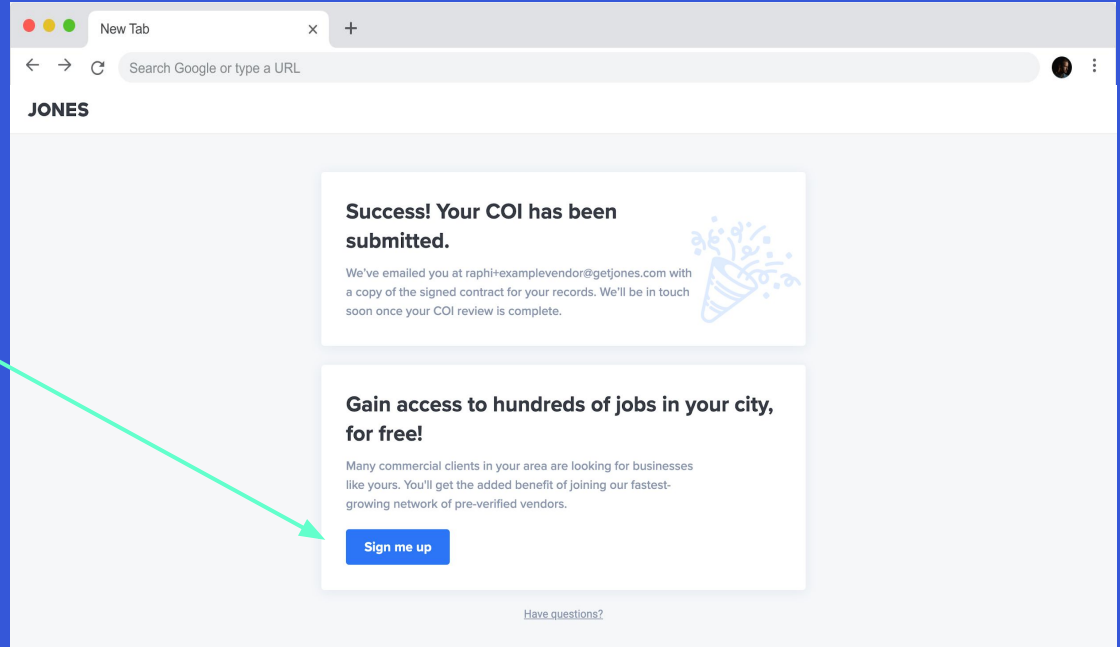
Step #12
Once the files finish their
upload, click *Done*

The screenshot shows a web browser window with a 'New Tab' and a search bar. The page title is 'JONES'. The main content area is titled 'Upload Certificate of Insurance'. It features a progress bar for a file named 'Test.pdf' with a status of 'Done.' and a checkmark icon. Below the progress bar is a dashed box containing a folder icon and the text 'Drag and drop COI here or [select a file](#)'. At the bottom of the main content area are two buttons: 'Back' and 'Done'. To the right of the main content area is a sidebar titled '3 quick steps & you're set' with a list of steps: 1. Company Information, 2. Insurance Requirements, and 3. Upload COI. A green arrow points from the 'Done' button in the sidebar to the 'Done' button in the main content area.

Congrats - Your COI has been received!

Step #13

Looking for more work?
Sign up to be featured on
the Jones service order
service to be alerted for
jobs in your area



New Tab x +

← → ↻ Search Google or type a URL

JONES

Success! Your COI has been submitted.

We've emailed you at raphi@examplevendor@getjones.com with a copy of the signed contract for your records. We'll be in touch soon once your COI review is complete.

Gain access to hundreds of jobs in your city, for free!

Many commercial clients in your area are looking for businesses like yours. You'll get the added benefit of joining our fastest-growing network of pre-verified vendors.

[Sign me up](#)

[Have questions?](#)

Step #14

If there is anything missing from your insurance that the building requires, Jones will reach out via email for an updated COI.