

# Create a Certificate of Insurance from an existing policy

## Farm Accounts



This job aid reviews how to generate a Certificate of Insurance Accord 25 form, from an existing Farm policy

\*Farm Service Plus agencies can use the Farm Service Center to request Certificates of Insurance for Farm accounts. To submit a request, send all necessary information to [nwcoi@nationwide.com](mailto:nwcoi@nationwide.com).

After logging into Agent Center, Select "Commercial & Agribusiness"

From the "Policy" section, select "Certificate of Insurance"

Select "Create a Certificate of Insurance from an existing policy"

NOTE: The advantage of creating a COI from an existing policy is that the system will prefill insured information, insuring company, limits, dates, location information, etc.

Select "Next."

Select policy prefix "FPK" and enter the policy number

Select "Create New Certificate"

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Select the policy(s) for which you would like to generate a certificate. The screen will allow you to select from the active policy list. Click "Retrieve."

**Certificate Results**

**Policy Summary**  
Select Policy(s) you would like to generate a certificate for

| Policy Number                     | Effective Date | Expiration Date |
|-----------------------------------|----------------|-----------------|
| <input type="checkbox"/> FPK CI01 | 05/23/2024     | 05/23/2025      |
| <input type="checkbox"/> FPK BA01 | 05/23/2024     | 05/23/2025      |
| <input type="checkbox"/> FPK FA01 | 05/23/2024     | 05/23/2025      |

**Retrieve**

Enter in the "Authorized Representative"

NOTE: The "Authorized Representative" is the name of the Producer creating the COI

Select the needed form option from the drop down list

Select "Next"

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New Certificate

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**General Certificate Information**

Authorized Representative

Form

- ACORD 24 - Certificate of Property Insurance
- ACORD 25 - Certificate of Liability Insurance
- ACORD 27 - Evidence of Property Insurance

Enter Authorized Representative here

The "Companies Affording Coverage" will automatically generate

Select "Next"

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**Companies Affording Coverage**

| Company A                                 | NAIC # |
|-------------------------------------------|--------|
| Nationwide Agribusiness Insurance Company | 28223  |
| Company B                                 | NAIC # |
| Company C                                 | NAIC # |

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The Account information will auto generate.

"Check" the Type of Insurance

Select "Next" to move to additional Lines of Business or select "Holder" at the top of screen if no additional Lines of Business are needed

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Companies Affording Coverage

General Liability Business Auto Excess/Umbrella Workers Compensation Other

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**General Policy Information**

Company Name  
Nationwide Agribusiness Insurance Company

Policy Number  
FPK FA01

Ensure that the dec number (3rd digit) matches the policy term for which you need a certificate.

Policy Effective Date (mm/dd/yyyy)  
05/23/2024

Policy Expiration Date (mm/dd/yyyy)  
05/23/2025

**Type of Insurance**

☒ General Liability  
☐ Commercial General Liability  
☐ Claims Made ☒ Occurrence  
Other

Select the "Endorsed Additional Insureds" from the drop down list

Check "Additional Insured" and the line of business

Select "Next"

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**Certificate Holder**

Endorsed Additional Insureds

Name

Address  
101 W UNIVERSITY WAY

City/State/Zip

**Additional Insureds**

☒ Additional Insured

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed.  
A statement on the certificate does not confer rights to the certificate holder in lieu of such endorsement(s).  
If the Certificate Holder is required to be named as an Additional Insured follow these steps:  
If already listed as an additional insured on the policy ok to proceed.  
If not, submit amendment request to add Certificate Holder as Additional Insured to the policy via CCRF link.

Additional Insured Applies to the following Types of Insurance:

☒ General Liability/Businessowner/Farmowners  
☐ Business Auto  
☐ Excess/Umbrella  
☐ Other

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