



Upload Certificate of Insurance (COI) Using the Online Licensing System

One of the most important responsibilities a Responsible Master Plumber (RMP) has is maintaining a current [Certificate of Insurance \(COI\)](#). The following TSBPE How-To Guide is a step-by-step walkthrough of exactly how to update a COI using the Online Licensing System (vo.licensing.hpc.texas.gov). PLEASE NOTE: A new COI should not be uploaded until 3-5 days of the previous COI's expiration date.

1. On the **Quick Start Menu** go to **Manage your license information**. Your master license number will be visible on the left side of a drop down menu. Click on the arrow and go down to **Update Certificate of Insurance**. Press **Select**.
2. You will be brought to the Certificate of Insurance (COI) Introduction page. Select **Next**.
3. In Function Suitability, Select **Yes** when asked the question, “Do you have a signed, completed, COI in a .PDF format?”
4. Continue selecting **Next** and be sure everything in **Name and Personal details**, and **Contact Information** is entered correctly.



5. On the **Certificate of Insurance** page, be sure to check the accuracy of every field before proceeding to the next page, including the “Effective” and “Expiration” dates. **THIS IS CRITICALLY IMPORTANT! If the information on this page does not match the information on the COI form you’re uploading, your COI will not be processed.** Click next when you’re positive the information on this page is accurate.

If your information shown on this Certificate of Insurance below is not current, update now.
Warning: Penalties up to \$5000 and no less than \$2000 will be assessed for the falsification of information.

Effective Date:	07/10/2025	(mm/dd/yyyy)
Expiration Date:	07/10/2025	(mm/dd/yyyy)
Company Name (Please enter in Uppercase):	YOUR COMPANY NAME HERE	
Insurance Company (Please enter in Uppercase):	YOUR CURRENT INSURANCE COMPANY	
Agent Telephone Number in the following format: (999) 999-9999	9999999999	
Policy Number (Enter exactly as on certificate):	0000000000	

DO NOT attach an ACORD form, the form Insurance companies use. You **MUST** attach the correct, required completed TSBPE Certificate of Insurance form.

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6. Under Application Attachments you may also attach a Change of Company form if need be. Both the Certificate of Insurance and the RMP Change of Company Info and Form can be found on tsbpe.texas.gov under Forms. **IMPORTANT: ACORD FORMS ARE NOT ACCEPTED. The only document the TSBPE considers to be a valid COI is the TSBPE Certificate of Insurance which features the TSBPE seal on the top right of the page.**
7. DO NOT FORGET to press **Attach** after you’ve chosen the file and pressed “open.” Doing so may feel redundant, but you will not be able to advance without this step.

Attachment List: **Certificate of Insurance**

File: **1.** No file chosen

Notes:

If applicable you must also attach the Change of Company Information form.

2.

8. In **Summary (pre fees)** you may review and submit your **Update Certificate of Insurance - Application**.
9. Answer the Attestation and press **Next**.
10. DO NOT print out a .pdf summary. A copy of your transaction summary will be sent automatically via email. Return to the **Quick Start Me**.
11. Check your license page using the Public License Search to make sure the information went through: vo.licensing.hpc.texas.gov/datamart/selSearchType.do. The Public License Search is updated in real-time, so if you entered your new COI information properly, it will be visible on the Public License Search.