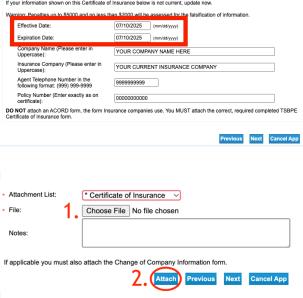# Upload Certificate of Insurance (COI) Using the Online Licensing System

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.

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.

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.