



## HOW TO PROCESS YOUR OWN CERTIFICATE ON OUR WEBSITE

1. Go to our website: [www.john-galt.com](http://www.john-galt.com)
2. Click on **Get Insurance Certificate**
3. Enter login and password exactly how you see below:

**Username:** water  
**Password:** jgi132  
Click on **Login**

4. Enter the information required  
**(Please note: anything with an \* is mandatory)**
5. Click on **Create Certificate**
6. Click on **Certificate is Ready Click to Download**
7. You will now see your Certificate and will be able to print, email or fax your certificate wherever is necessary.

If you have any questions, or encounter any problems while you are trying to obtain a Certificate, you may contact us at: (954) 281-7070 for assistance. You may also contact us by email at: [commercial@john-galt.com](mailto:commercial@john-galt.com)

