



LaBarre/Oksnee Insurance

EOI Instructions For Homeowners with Letter from Lender Requesting Proof of Renewal

Go to www.EOIDirect.com

Under First-Time Users, select *Homeowner/Home Buyer* in the drop-down box.
-Continue

Enter your email and create a password.
Next to the "I am A:" drop down box, select *Homeowner/ Home Buyer*
-Continue

Home Owner/ Home Buyer Registration:
Fill- out and complete homeowner's information
-Save and Continue

User Service Agreement:
Review terms. Some will not apply to homeowners.
-Accept and Continue

Successfully Registered:
- Select Continue
You will be transferred to the Log-In Screen
Enter your new username and password, under Existing Users.

Control Center Screen:
Click on the words "Evidence of Insurance": Order a Certificate of Insurance
Fill in Homeowners Association Name and Select State. (You will need to know the association's legal name).
-Continue

Next, select which association best matches.
-Continue

Homeowners/ Homebuyers Reason for Certificate:

Select- **I have received a letter from my lender requesting an annual update of my insurance policy.** (Your lender may indicate they will be purchasing, or have purchased, insurance on your behalf).

-Continue

Next, you will be asked to input *Borrowers Last Name and Loan Number* to locate your account. If the system does not find your lender's information, then you will be given the opportunity to input that information.

-Fill in required fields and click *Continue*

Select Delivery Method:

Select preferred method of delivery.

Email or Fax options will both be **free of charge.**

-Continue

Lastly, write the order number at the top of the Lenders Request letter and fax to (208) 379- 4341.

A copy of the Certificate of Liability with the updated mortgagee clause will be sent to your lender, in addition to you as requested.