

## How to Process Your own Certificate in Cybersure

1. Go to webpage [www.mycybersure.com](http://www.mycybersure.com)
2. Use login name and password provided to enter system. (Enter login and password exactly how you see below)

Username: WellsFargo  
Password: Certificates1

3. Under E-Services Click on **Certificate Management**.
4. Click on **Issue a Prop Mgt Certificate**
5. Enter Client Code In Space Provided

Client Code : 43638

6. When page refreshes make sure that client code appears in designated area, then click on **Issue Your Own Certificate**.
7. When results appear, select desired Condo.
8. When page refreshes, choose the location you need to show proof of coverage for (some properties have multiple buildings and/or addresses).If you want coverage for all locations, **Select All**
10. Of the two following sections, the first area provided will be to enter the bank/mortgage information. The following section will be to enter the home owner/buyer information (i.e. buyer/owners name, property address, loan# etc.) The press **SELECT**.
11. The page will now reload with an image of your certificate. Here you may print, email or fax certificate wherever necessary.

If you have any questions, or encounter any problems while trying to obtain a certificate, you may contact us at (305)428-0015 for assistance. You may also contact us by email at [miag\\_certs@wellsfargois.com](mailto:miag_certs@wellsfargois.com)