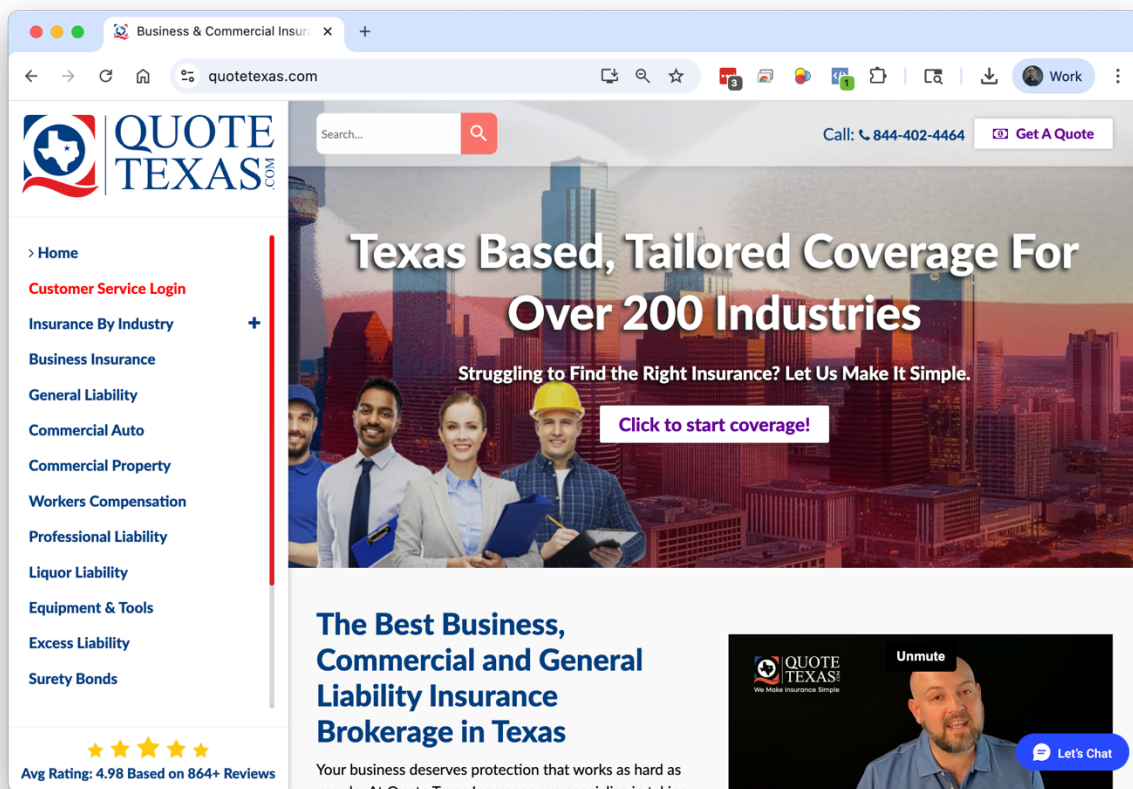


How to Add a Certificate Holder & Print Your Certificate of Insurance

This guide will help you add a certificate holder and print your Certificate of Insurance on the QuoteTexas.com website.

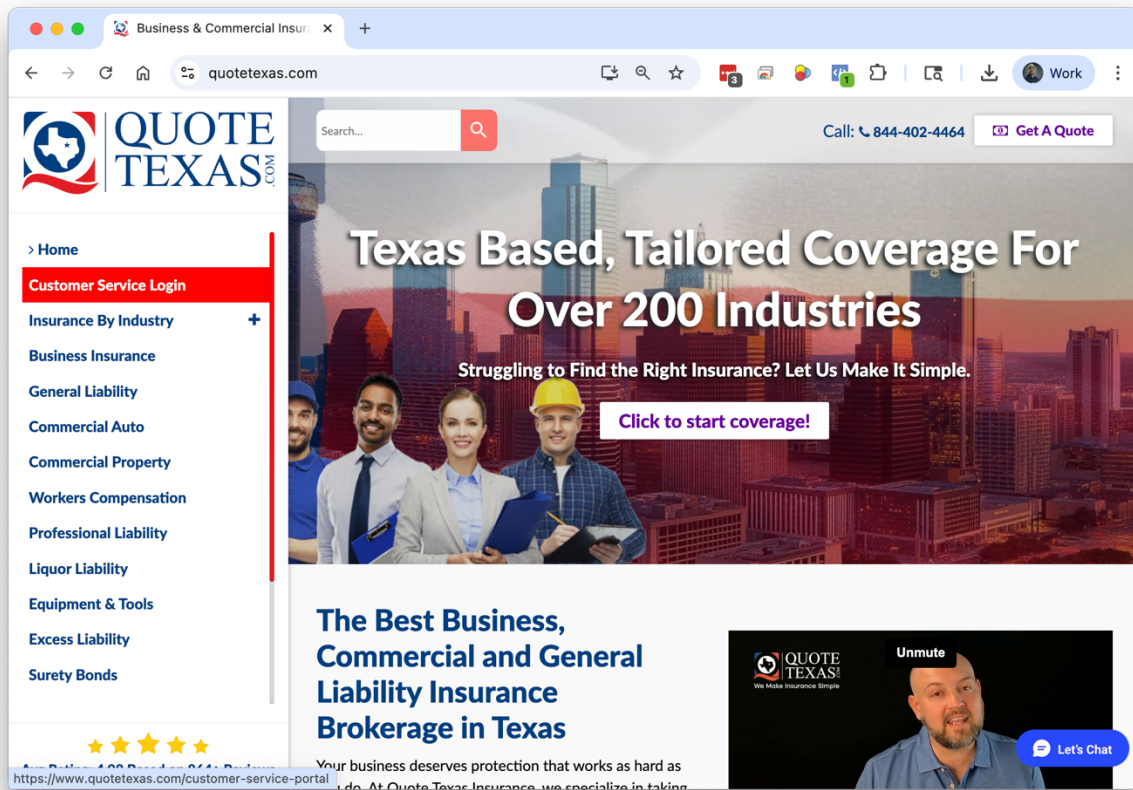
Steps to Add a Certificate Holder and Print Your Certificate

Step 1: Go to the QuoteTexas.com Website



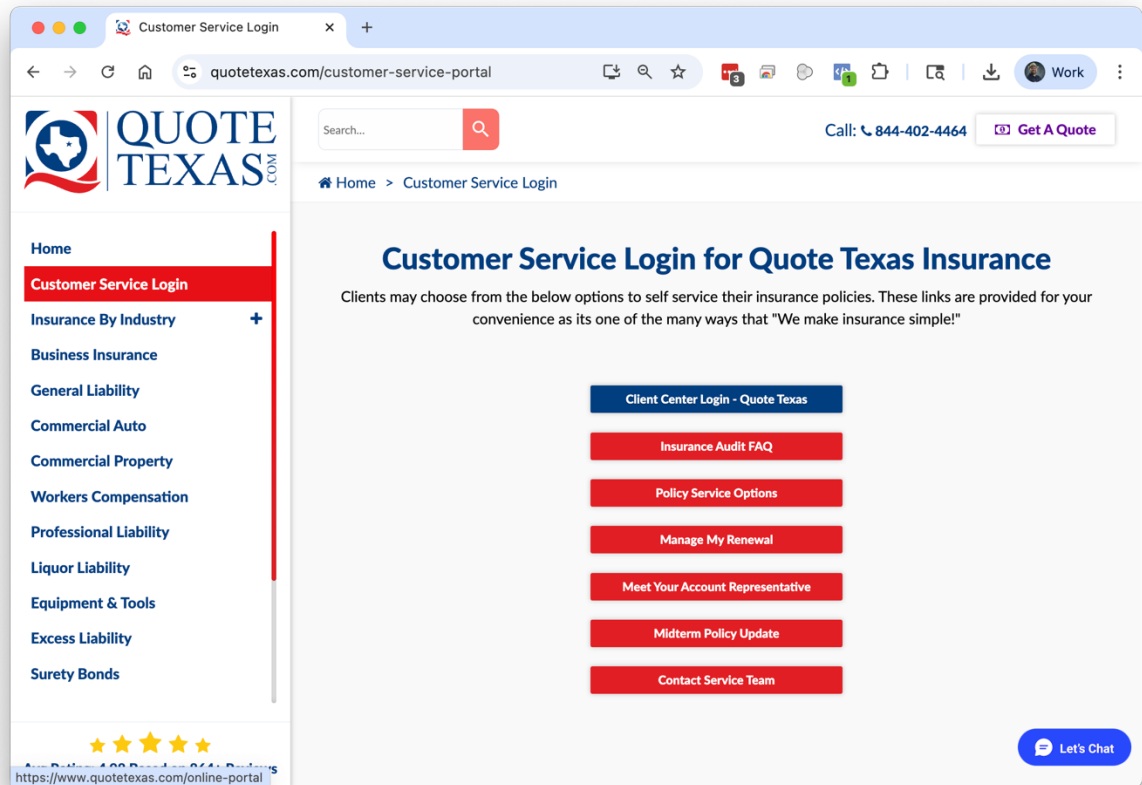
- Open your web browser (like Chrome or Edge).
- In the address bar, type the QuoteTexas.com website address.
- Press Enter on your keyboard.

Step 2: Find Customer Service Login



- Look for a button or link that says “Customer Service Login.”

- Click this button. It will take you to the Customer Service page.



- Find and click “Client Center Login.”

Step 3: Log Into Your Account

The screenshot shows the 'Online Portal for Quote Texas' in a web browser. The URL is 'quotetexas.com/online-portal'. The page features a navigation menu on the left with options like 'Home', 'Customer Service Login', and various insurance types. The main content area is a blue box with the heading 'WELCOME Manage your insurance account anytime, anywhere!' and four buttons: 'Get Certificates', 'Get ID Cards', 'Request For Change', and 'Upload Documents/Images'. On the right, there is a 'Sign-in to Client Center' section with an 'Email Address' input field containing 'test@test.com', a 'SIGN IN' button, and a 'Sign in with Google' option. At the bottom right, contact information for Quote Texas Insurance Inc. is provided, including a phone number and a 'Let's Chat' button.

Online Portal for Quote Texas

Search...

Call: 844-402-4464 Get A Quote

Home > Online Portal

WELCOME

Manage your insurance account anytime, anywhere!

Get Certificates

Get ID Cards

Request For Change

Upload Documents/Images

Sign-in to Client Center

Email Address

test@test.com

Use the email address you gave your agent

SIGN IN

or

Sign in with Google

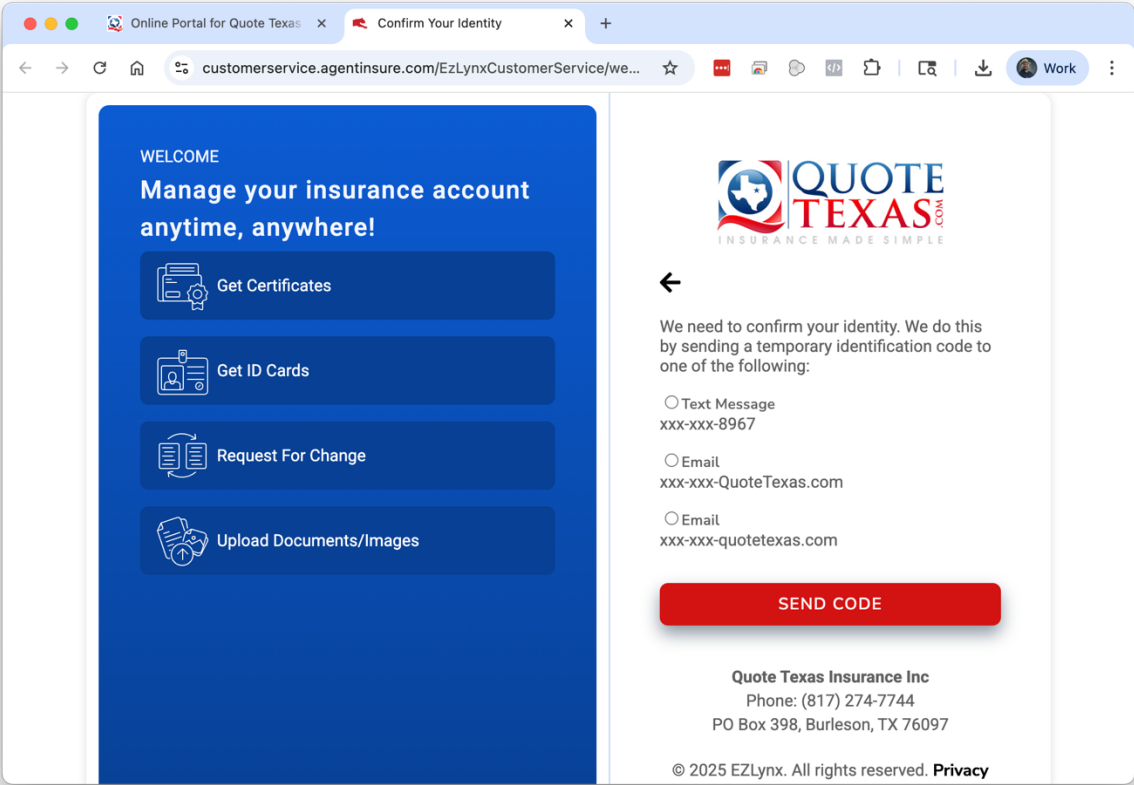
Make sure to use the email address you gave to your agent

Quote Texas Insurance Inc
Phone: (817) 274-7744
PO Box 398, Burleson, TX 76011

Let's Chat

- You will see a space to enter your email address.
- Type your email address in the box.
- Click “Sign In.”

- You will now need to confirm your identity by sending a code to your email or phone.



- Input the code in the Identification Code box and click LOGIN.

Online Portal for Quote Texas x Login Confirmation x +

customerservice.agentinsure.com/EzLynxCustomerService/we... ☆

Work

WELCOME
Manage your insurance account anytime, anywhere!

Get Certificates

Get ID Cards

Request For Change

Upload Documents/Images

QUOTE TEXAS
INSURANCE MADE SIMPLE

←

Please enter your temporary identification code:

Identification Code

123456

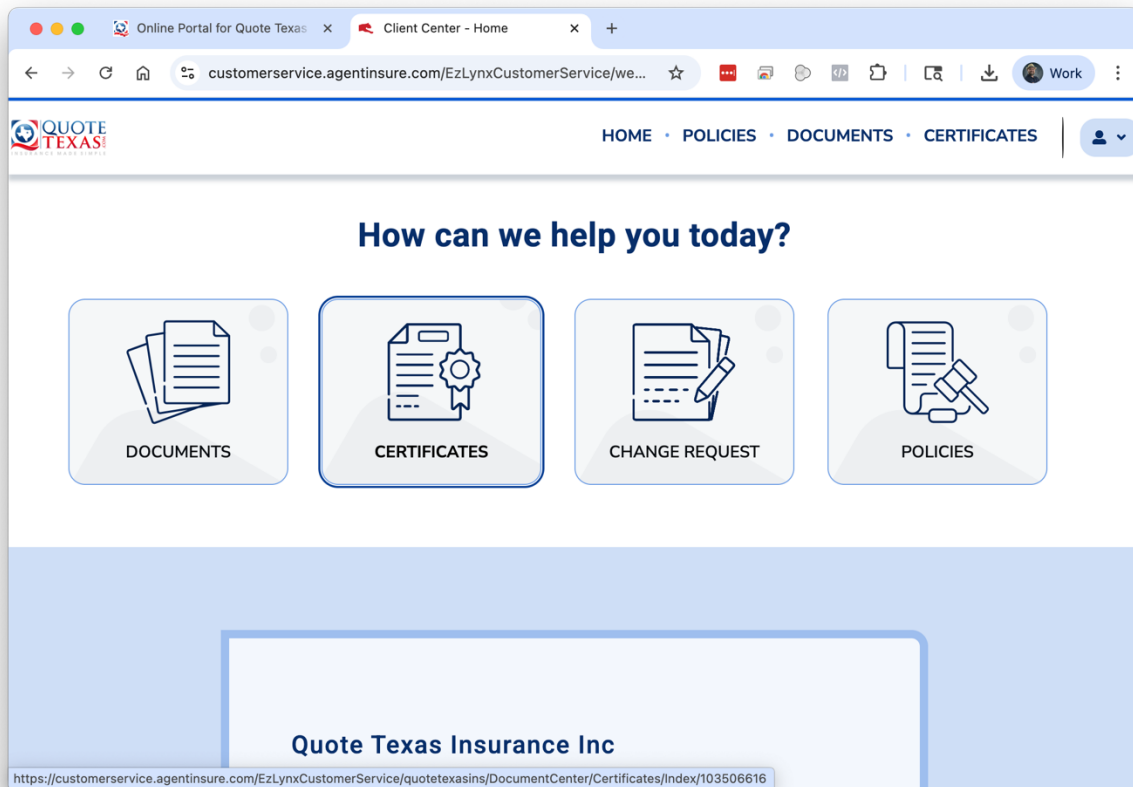
LOGIN

Haven't received your Identification Code?
We send the identification codes immediately, but many factors may influence how fast you receive them. if you think too much time has gone by, you can **request a new code.**

Quote Texas Insurance Inc
Phone: (817) 274-7744
PO Box 398, Burleson, TX 76097

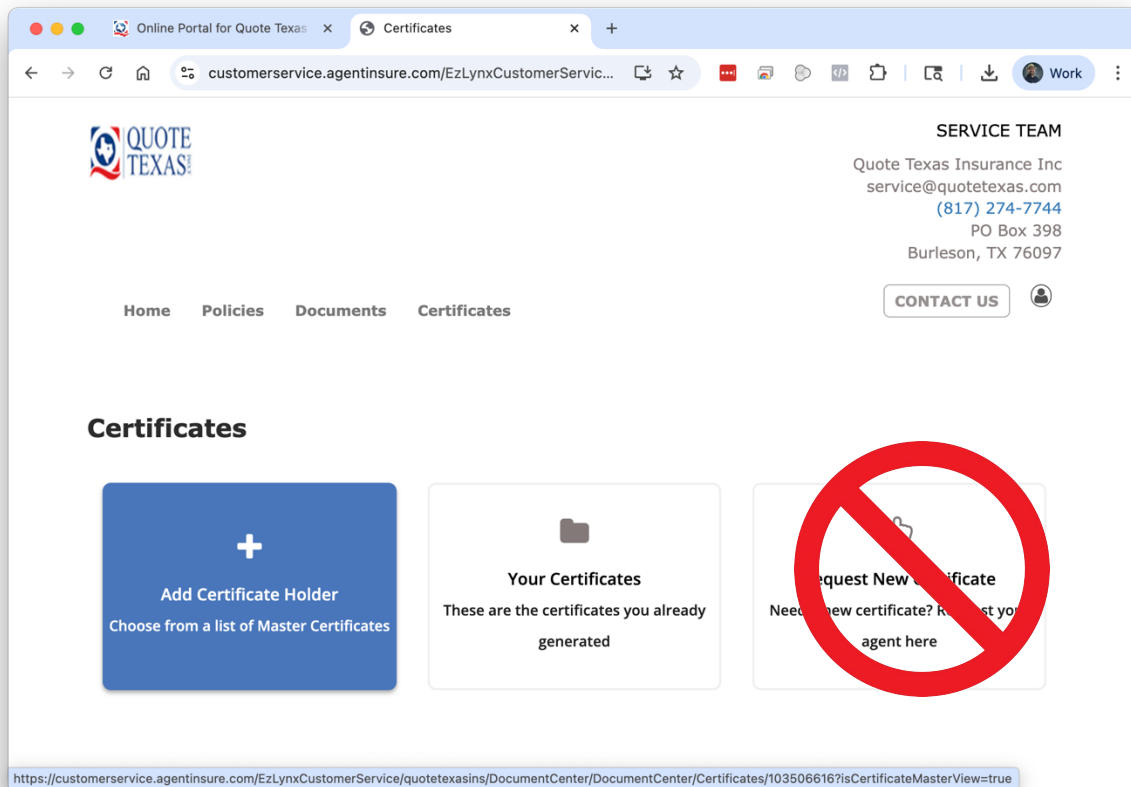
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Step 4: Go to Certificates



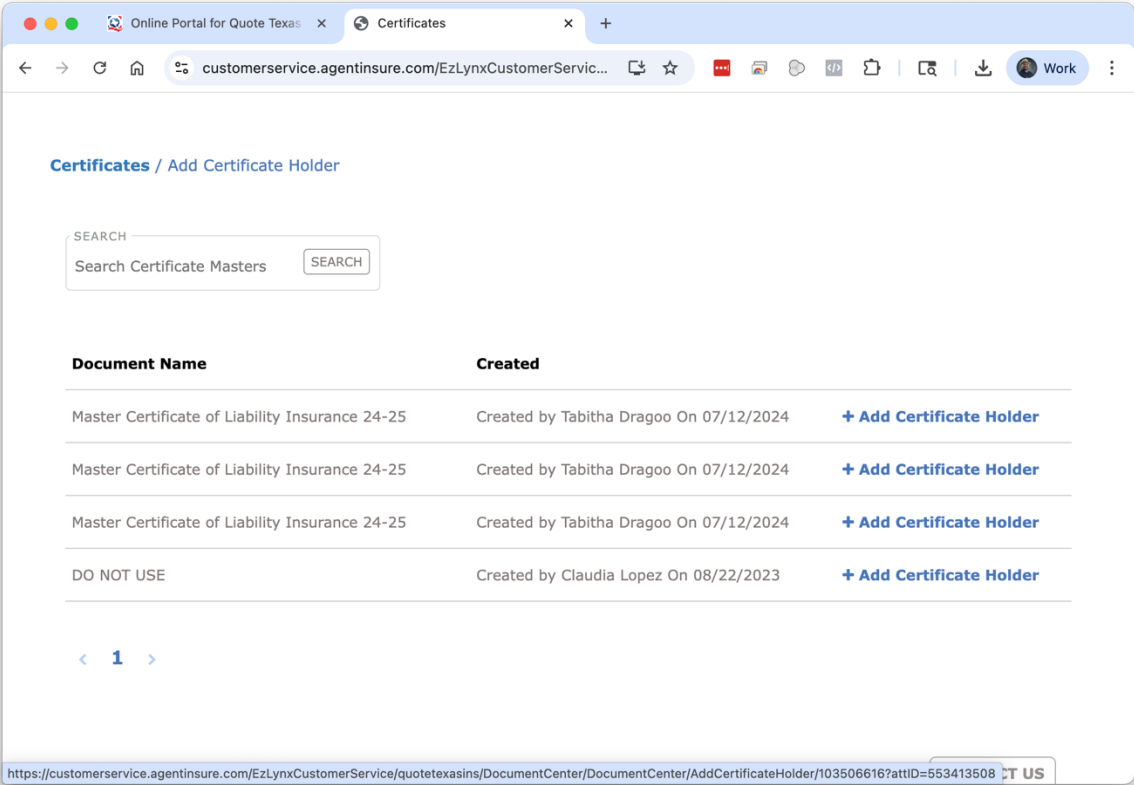
- Look for the “Certificates” icon or button on your dashboard.
- Click the “Certificates” icon.

Step 5: Start Adding a Certificate Holder



- Click the “Add Certificate Holder” button.
- A list with your master certificate(s) will appear.
- Find your newest master certificate.

- Click the “+ Add Certificate Holder” option next to your master certificate.



Step 6: Enter Certificate Holder Details

The screenshot shows a web browser window with two tabs: 'Online Portal for Quote Texas' and 'Add a Certificate Holder'. The address bar shows the URL 'customerservice.agentinsure.com/EzLynxCustomerServic...'. The browser's toolbar includes navigation buttons, a star icon, and a 'Work' profile icon. The website's navigation menu has links for 'Home', 'Policies', 'Documents', and 'Certificates', along with a 'CONTACT US' button. The main heading is 'Add a Certificate Holder'. Below it are six input fields: 'CERTIFICATE HOLDER NAME' (containing 'Test Name'), 'CERTIFICATE HOLDER ADDRESS' (containing '123 Test Address'), 'CERTIFICATE HOLDER ADDRESS 2' (containing 'Test Address 2'), 'CITY' (containing 'Test City'), 'STATE' (a dropdown menu showing 'TX'), and 'ZIP' (containing '76028'). Below these fields is a question: 'Do your current policies meet the Certificate Holders' requirements?' with radio buttons for 'Yes' and 'No'. A blue 'NEXT' button is positioned to the right. At the bottom, the company name 'Quote Texas Insurance Inc' and address 'PO Box 398 | Burleson, TX 76097' are listed, with another 'CONTACT US' button. The footer includes 'POWERED BY Ezlynx' and 'COPYRIGHT © 2025 EZLYNX'.

Add a Certificate Holder

CERTIFICATE HOLDER NAME: Test Name

CERTIFICATE HOLDER ADDRESS: 123 Test Address

CERTIFICATE HOLDER ADDRESS 2: Test Address 2

CITY: Test City

STATE: TX

ZIP: 76028

Do your current policies meet the Certificate Holders' requirements? ☐ Yes ☐ No

NEXT

Quote Texas Insurance Inc PO Box 398 | Burleson, TX 76097

CONTACT US

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- You will see empty boxes for the certificate holder's information.
- Type the name of the person or company.
- Type their address (street, city, state, zip).
- Make sure your current policies meet the Certificate Holders requirements. If unsure, contact us at 817-274-7744
- Agree to the TERMS by clicking the box

Online Portal for Quote Texas

Add a Certificate Holder

customerservice.agentinsure.com/EzLynxCustomerServic...Work

HomePoliciesDocumentsCertificatesCONTACT US

CERTIFICATE HOLDER NAME

Test Name

CERTIFICATE HOLDER ADDRESS

123 Test Address

CERTIFICATE HOLDER ADDRESS 2

Test Address 2

CITY

Test City

STATE

TX

ZIP

76028

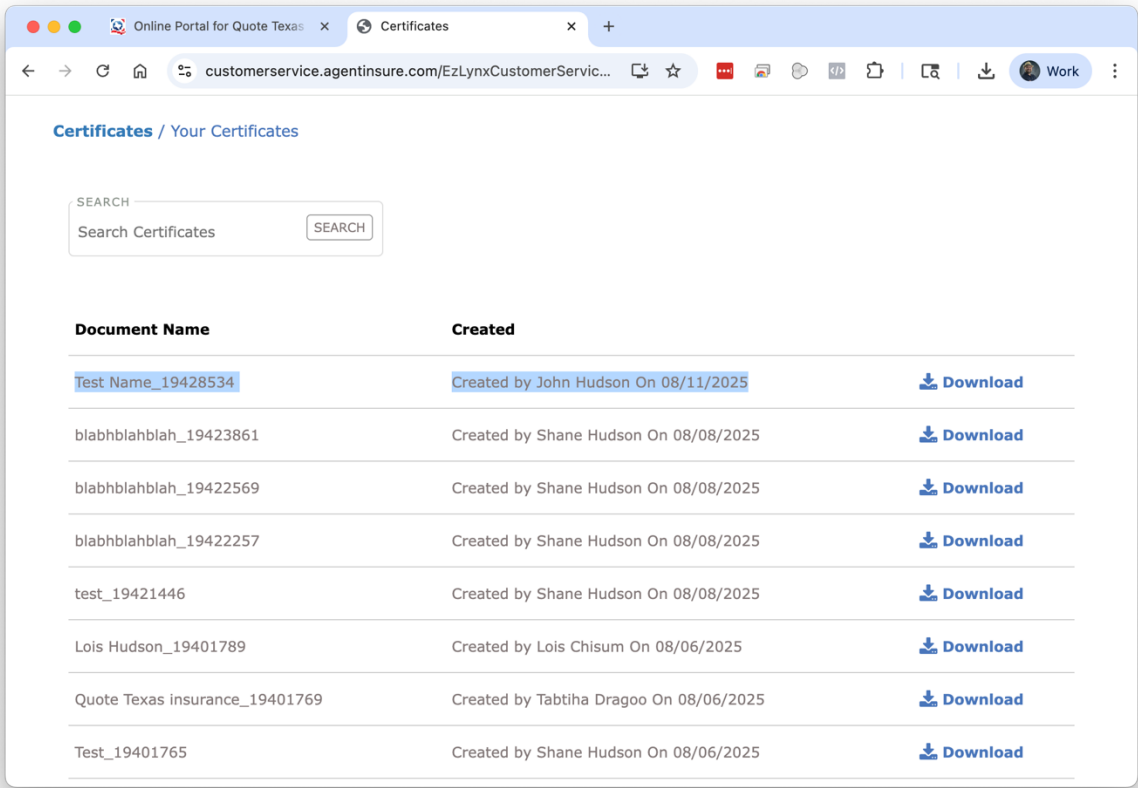
Do your current policies meet the Certificate Holders' requirements? ☒ Yes ☐ No

☒ I (the Insured, or a representative for the Insured) understand that this Certificate of Insurance will display the policy coverage, limits, and dates entered by my Agent. I understand and agree that no one will be permitted to amend or alter these items except for my Agent. I agree that is is my responsibility to confirm the accuracy of this document against my current policies and in consultation with my agent.

NEXT

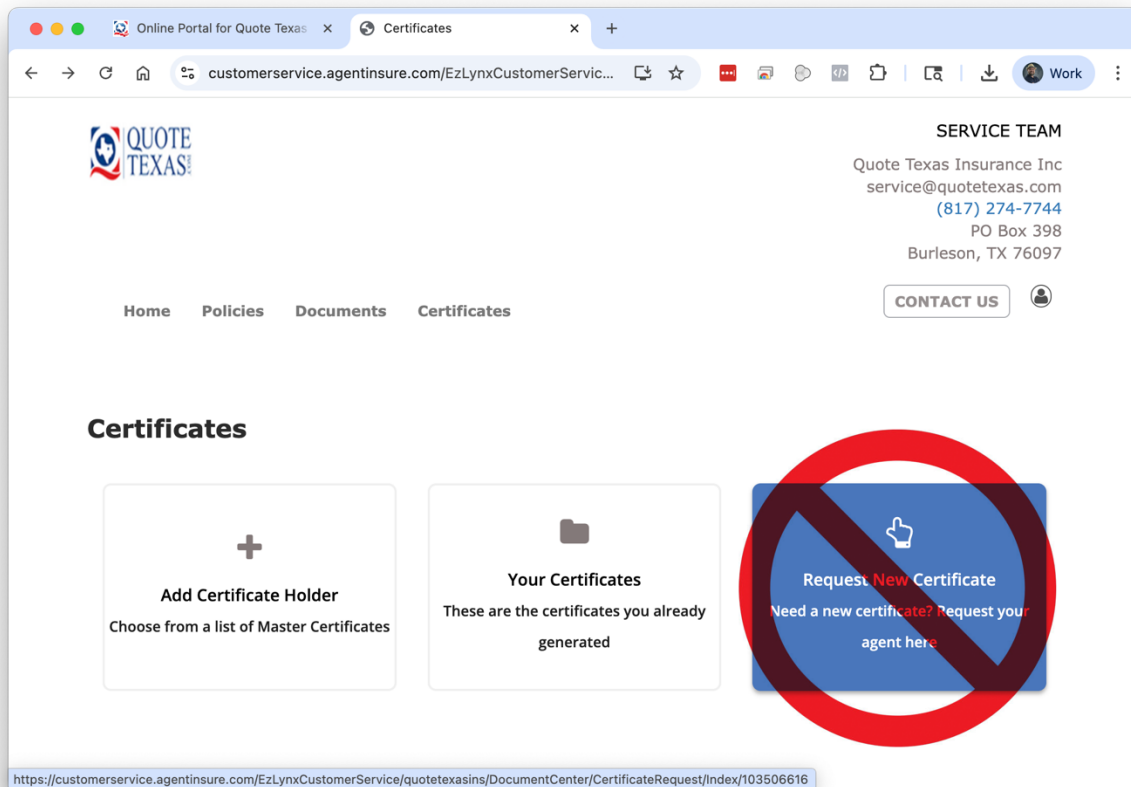
- Click "Next."

Step 7: Download Your Certificate



- After clicking “Next,” you will see the download option.
- Click the “Download” button.
- Your Certificate of Insurance will open or save to your computer.
- You can print this document if you want.

1. Important Note



- Do NOT click “Request New Certificate” unless you really need a special certificate or policy changes.
- This option is for custom certificates (for special requests).
- If you click “Request New Certificate,” your request will be sent to the service team for manual review. This might take longer.

2. Tips and Troubleshooting

- If you don’t get your code, try selecting the email or phone you did not first try.
- Check your email for any updates from QuoteTexas.com after you add a certificate holder.
- If you have trouble, call or email Quote Texas Insurance Customer Service for help.

3. Frequently Asked Questions

- **Q: What if I cannot find the Certificates icon?**

A: Make sure you are logged into the Customer Center. Look for similar words like “Certificates” or “Documents.”

- **Q: What if the download does not work?**

A: Check your browser for pop-up blockers. Try another browser if needed.

- **Q: Can I add more than one certificate holder?**

A: Yes. Repeat steps 5 and 6 for each person or company.

- **Q: What if I made a mistake on the certificate?**

A: Contact Quote Texas Insurance Customer Service to fix it.

4. Summary of Steps

- Go to the QuoteTexas website.
- Find Customer Service Login.
- Log in with your email.
- Click on Certificates.
- Add Certificate Holder and fill in the details.
- Download and print your certificate.
- **Do NOT click “Request New Certificate” unless you need a custom one.**

5. Where to Get Help

- If you have trouble, call the Quote Texas Insurance service number on the website.
- You can also email their support for help with certificates.

6. Final Notes

Be sure to use this guide anytime you need to add a certificate holder or print your Certificate of Insurance with Quote Texas Insurance.

Keep this guide for future use because it’s super handy!