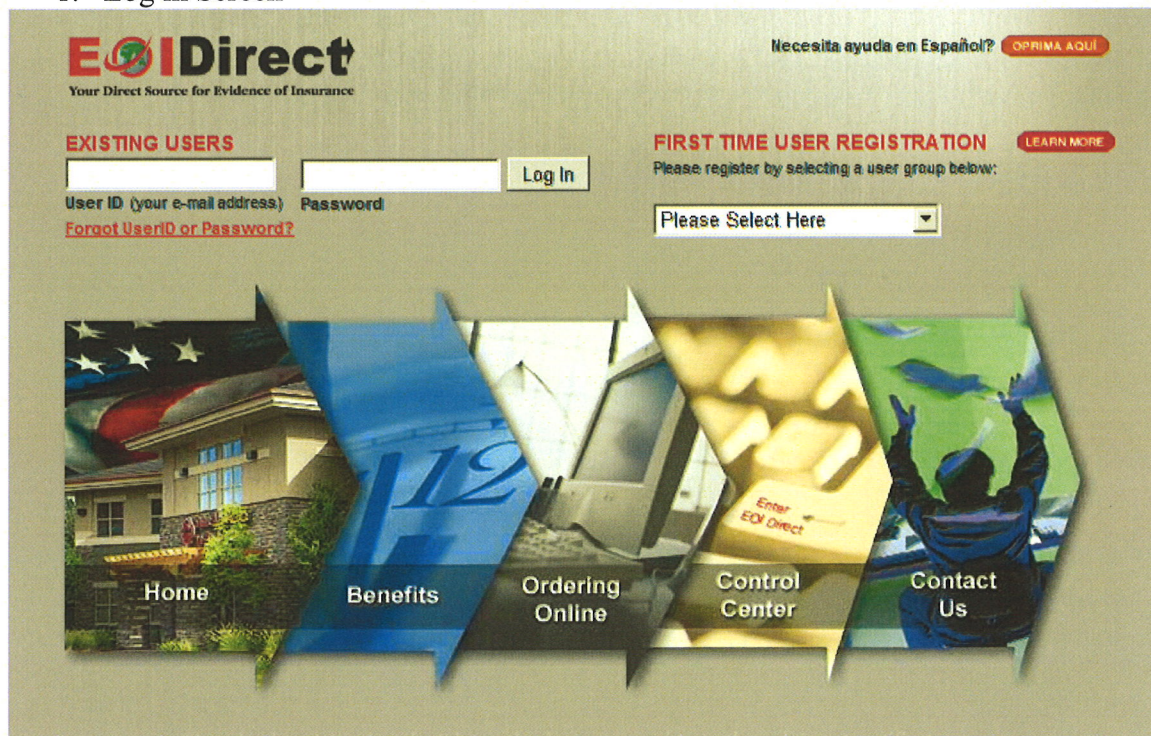


## 1. Log in Screen



The screenshot shows the EOIDirect login and registration interface. At the top left is the EOIDirect logo with the tagline "Your Direct Source for Evidence of Insurance". To the right, there is a link for Spanish assistance: "Necesita ayuda en Español? OPRIMA AQUI". Below the logo, there are two main sections: "EXISTING USERS" and "FIRST TIME USER REGISTRATION".

**EXISTING USERS**

User ID (your e-mail address) Password

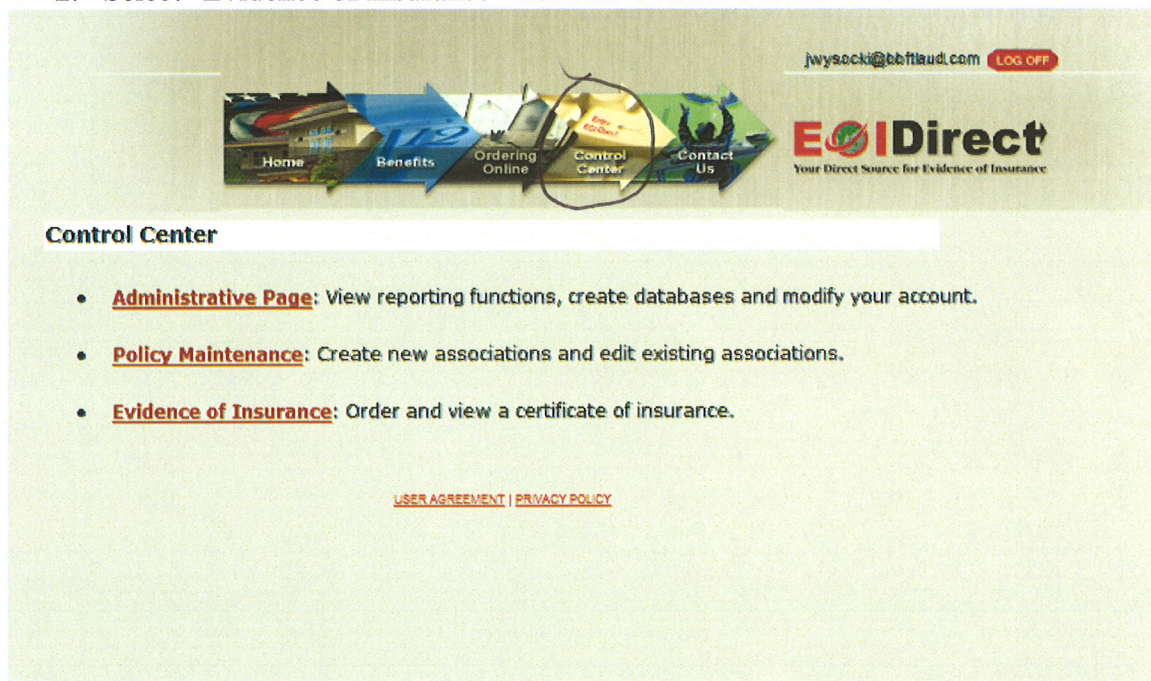
[Forgot UserID or Password?](#)

**FIRST TIME USER REGISTRATION**

Please register by selecting a user group below:

Below the login fields is a navigation bar with five arrows pointing right, each containing an image and a label: "Home" (house), "Benefits" (number 12), "Ordering Online" (computer), "Control Center" (hand on keyboard), and "Contact Us" (person with arms raised).

## 2. Select "Evidence of Insurance" from the Control Screen



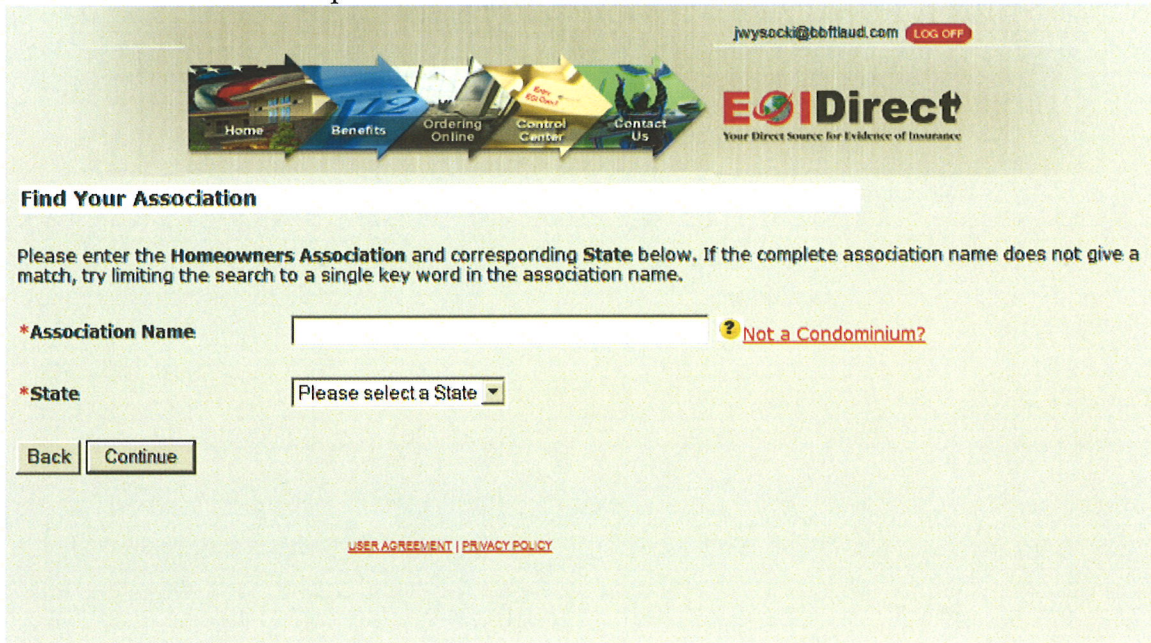
The screenshot shows the EOIDirect Control Center interface. At the top right, there is a user email address "jwysocik@bbtlaud.com" and a "LOG OFF" button. Below this is a navigation bar with five arrows pointing right, each containing an image and a label: "Home", "Benefits", "Ordering Online", "Control Center", and "Contact Us". The "Control Center" arrow is circled in red. To the right of the navigation bar is the EOIDirect logo and tagline.

### Control Center

- **Administrative Page:** View reporting functions, create databases and modify your account.
- **Policy Maintenance:** Create new associations and edit existing associations.
- **Evidence of Insurance:** Order and view a certificate of insurance.

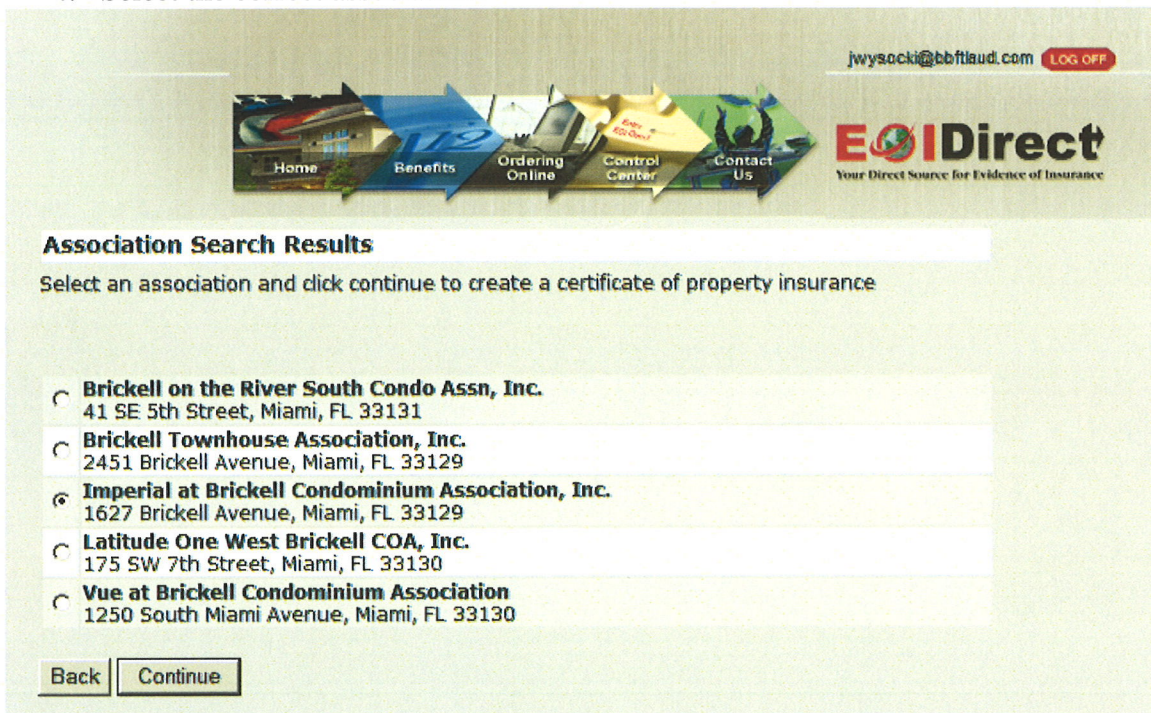
[USER AGREEMENT](#) | [PRIVACY POLICY](#)

3. Enter the first couple letters of the Association's name and Florida



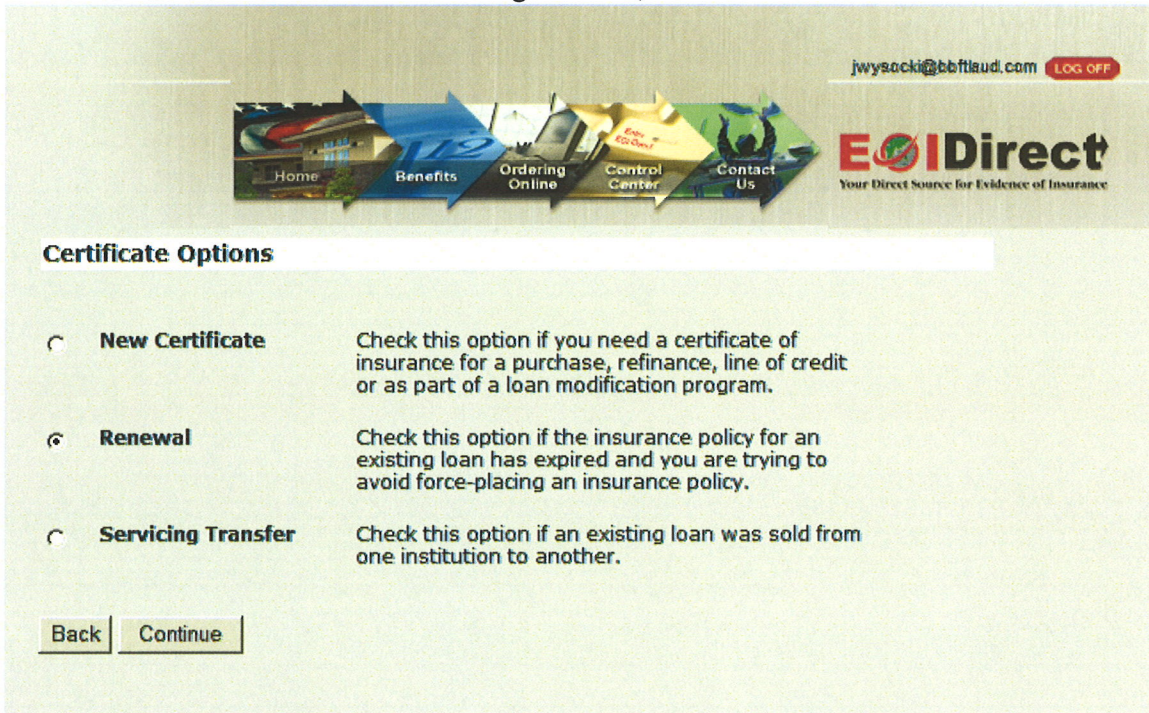
The screenshot shows the EOI Direct website interface. At the top, there is a navigation menu with arrows pointing to 'Home', 'Benefits', 'Ordering Online', 'Control Center', and 'Contact Us'. The 'Control Center' arrow is highlighted in yellow. To the right of the navigation menu, the text 'jwysocik@bbftlaud.com' and a 'LOG OFF' button are visible. The EOI Direct logo is prominently displayed with the tagline 'Your Direct Source for Evidence of Insurance'. Below the navigation, the section is titled 'Find Your Association'. A text box contains the instruction: 'Please enter the Homeowners Association and corresponding State below. If the complete association name does not give a match, try limiting the search to a single key word in the association name.' The search form includes a text input field for '\*Association Name' with a red question mark icon and a link to '? Not a Condominium?'. Below it is a dropdown menu for '\*State' with the text 'Please select a State'. At the bottom of the form are 'Back' and 'Continue' buttons. A link for 'USER AGREEMENT | PRIVACY POLICY' is located at the bottom center of the page.

4. Select the correct association



The screenshot shows the EOI Direct website interface displaying search results. The navigation menu and EOI Direct logo are identical to the previous screenshot. The section is titled 'Association Search Results'. Below the title, the instruction reads: 'Select an association and click continue to create a certificate of property insurance'. A list of five associations is shown, each with a radio button to its left. The second option, 'Brickell Townhouse Association, Inc.', is highlighted with a light blue background. The list includes: 'Brickell on the River South Condo Assn, Inc.' (41 SE 5th Street, Miami, FL 33131), 'Brickell Townhouse Association, Inc.' (2451 Brickell Avenue, Miami, FL 33129), 'Imperial at Brickell Condominium Association, Inc.' (1627 Brickell Avenue, Miami, FL 33129), 'Latitude One West Brickell COA, Inc.' (175 SW 7th Street, Miami, FL 33130), and 'Vue at Brickell Condominium Association' (1250 South Miami Avenue, Miami, FL 33130). At the bottom of the results list are 'Back' and 'Continue' buttons.

5. IMPORTANT STEP For existing loans, select “renewal” which are at no charge for unit owners. For new closings or re-fi, select “new”.



The screenshot shows the EOI Direct website interface. At the top right, there is a user email address 'jwysocik@bbftlaud.com' and a 'LOG OFF' button. A navigation bar contains five arrows pointing right, labeled 'Home', 'Benefits', 'Ordering Online', 'Control Center', and 'Contact Us'. The 'Control Center' arrow has a red banner that says 'Enter the EOI Direct'. Below the navigation bar is the EOI Direct logo with the tagline 'Your Direct Source for Evidence of Insurance'. The main content area is titled 'Certificate Options' and contains three radio button options:

- New Certificate** Check this option if you need a certificate of insurance for a purchase, refinance, line of credit or as part of a loan modification program.
- Renewal** Check this option if the insurance policy for an existing loan has expired and you are trying to avoid force-placing an insurance policy.
- Servicing Transfer** Check this option if an existing loan was sold from one institution to another.

At the bottom of the form are two buttons: 'Back' and 'Continue'.

6. Enter last Name and Loan number.



The screenshot shows the EOI Direct website interface for the 'Renewal Request' page. At the top right, there is a user email address 'jwysocik@bbftlaud.com' and a 'LOG OFF' button. A navigation bar contains five arrows pointing right, labeled 'Home', 'Benefits', 'Ordering Online', 'Control Center', and 'Contact Us'. The 'Control Center' arrow has a red banner that says 'Enter the EOI Direct'. Below the navigation bar is the EOI Direct logo with the tagline 'Your Direct Source for Evidence of Insurance'. The main content area is titled 'Renewal Request' and contains the following text:

Please enter the following data to locate your renewal certificate in our database:

**Association Name** Imperial at Brickell Condominium Association, Inc.

**\*Borrower Last Name:**

**\*Loan Number:**

At the bottom of the form are two buttons: 'Back' and 'Continue'.

At the very bottom of the page, there is a link for [USER AGREEMENT | PRIVACY POLICY](#).

7. If a certificate was requested previously, that information will pre-fill. Otherwise, enter the banks information as appears on the letter.

**Order Information**

*We are searching our database for your renewal transaction. Please help us find your transaction by completing the additional information below.*

**Current User:** Name: Jeff Wysocki  
Email: jwysocki@bbftlaud.com

**Association Name:** Imperial at Brickell Condominium Association, Inc.

**Property Owner Information**

\*First Name  [? What's This?](#)

\*Last Name

Named Insured Vesting  [? What's This?](#)  
*Type homeowner/borrower first name and last name again if entering vesting information (e.g. John Doe, a single man).*

\*Property Address

\*City

\*State

\*Zip  -

**Lender Information (Certificate Holder)**

\*Company Name  [? Cash Deal? Click Here](#)

Loss Payee  [? What's This?](#)

\*Loan Number

\*Lender Address

\*Lender City

\*Lender State

\*Lender Zip  -

Add More Certificate Holders

8. The final screen will allow you to confirm.

jwysocki@bbftlaud.com LOG OFF

Home Benefits Ordering Online Control Center Contact Us

**EOIDirect**  
Your Direct Source for Evidence of Insurance

**Confirm Order Information**

**Current User:** Name: Jeff Wyszocki  
Email: jwysocki@bbftlaud.com

**Association Name:** Imperial at Brickell Condominium Association, Inc.

**Loan Number** ..

**Homeowner Information**  
..  
..  
.., FL 33066

**Lender Information**  
..  
..  
.., FL 33066

Back Continue

9. Final screen is the confirmation. You can print a copy of the certificate on the “click here”

jwysocki@bbftlaud.com LOG OFF

Home Benefits Ordering Online Control Center Contact Us

**EOIDirect**  
Your Direct Source for Evidence of Insurance

**Shipment Confirmation for Order #1136618**

**Agency Order:** certificate will not be delivered but can be viewed below.

To view your certificate immediately, [Click here.](#)

Contact EOIDirect to correct any errors made when ordering your certificate to avoid being charged again. Please include your order number with all EOI Direct correspondence.

Click **Continue** to go to your Control Center.

Continue

[USER AGREEMENT | PRIVACY POLICY](#)