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Certificate of Liability Insurance Module Guide

Last Updated on 4/1/2025

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Getting Access to the Data Collection Hub

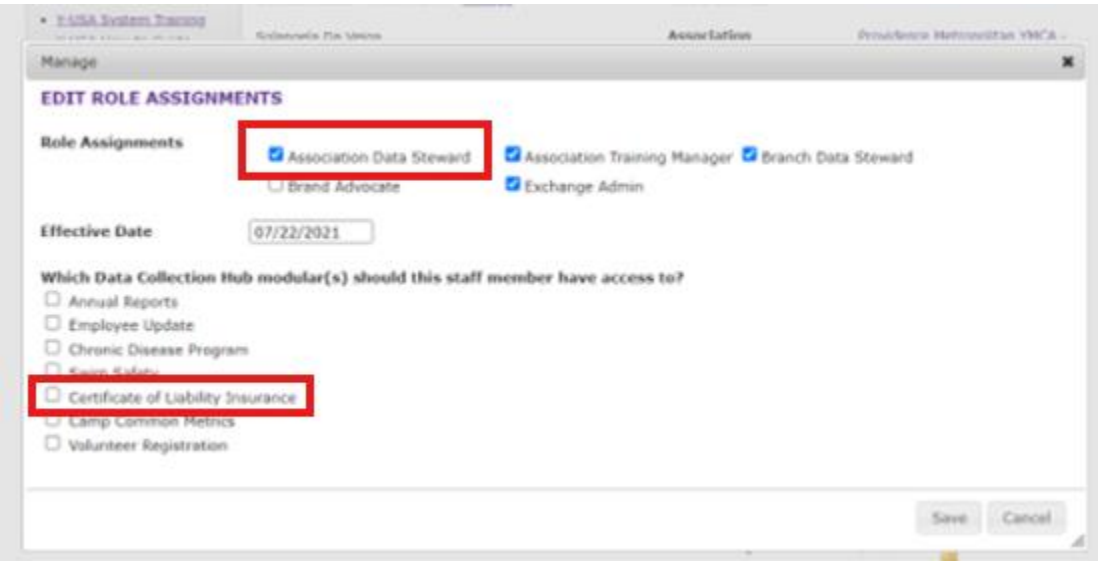
Your YMCA's CEO or MOYP Administrator (every YMCA association has a designated MOYP Administrator) will submit the COI to Y-USA's Data Collection Hub in a space labeled Certificate of Liability Insurance.

If they do not see this as an option after logging into the Data Collection Hub, they likely need to assign the correct role assignment and module within the Manage Our Y Profile (MOYP system).

Step 1:
Navigate to the Staff Details page of the person for which you would like to assign a role.

Step 2:
Click Manage in the Role Assignment section in the lower right portion of the page. A pop-up will be displayed.

Step 3:
Select an Effective Date (I suggest today's date) and choose the Association Data Steward role and then select the Certificate of Liability Insurance from the list of modules you want the staff member to gain access to.

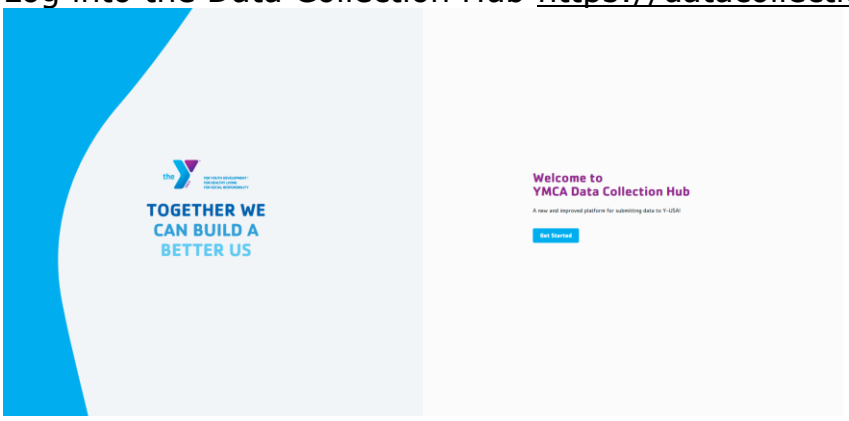


PLEASE NOTE!: you must assign them the correct role, otherwise they will not have access. If they are listed as staff at the association, then they need the Association data steward role. If they are listed as staff at a branch, they should be assigned the Branch data steward role. They cannot have both, as these roles conflict and will not allow them access. After selecting the appropriate role, select which portion(s) of the Data Collection Hub they need access to by checking the appropriate box(es). Click Save.

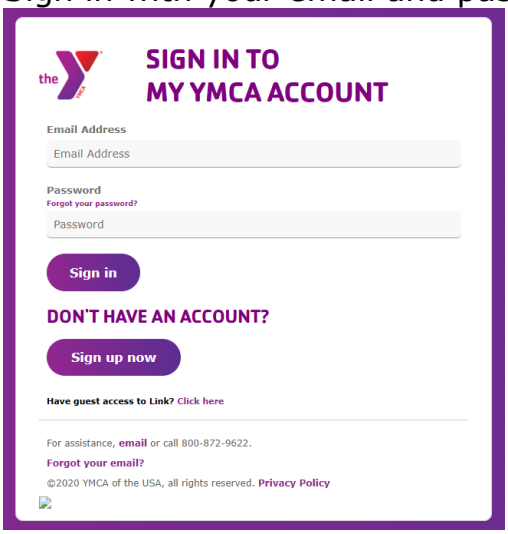
If they still are unable to see the correct module when logging into the Data Collection Hub, please contact fulfillment@ymca.net and Y-USA staff will be able to assist.

How to Upload Document

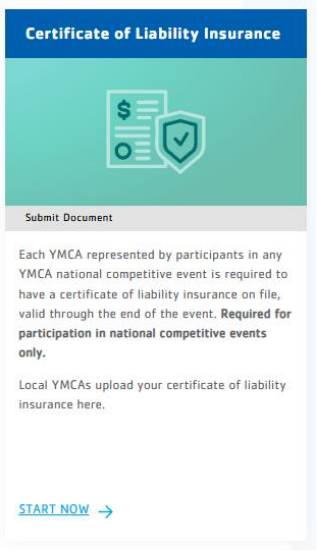
Step 1:
Log into the Data Collection Hub https://datacollectionhub.ymca.net/login



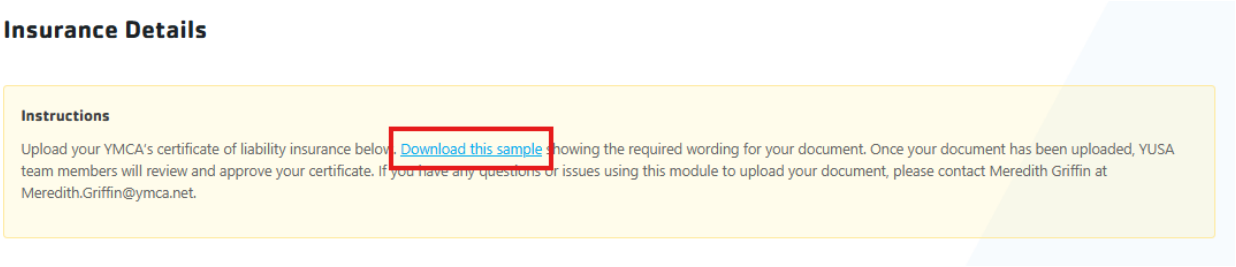
Step 2:
Sign in with your email and password for your YMCA account.



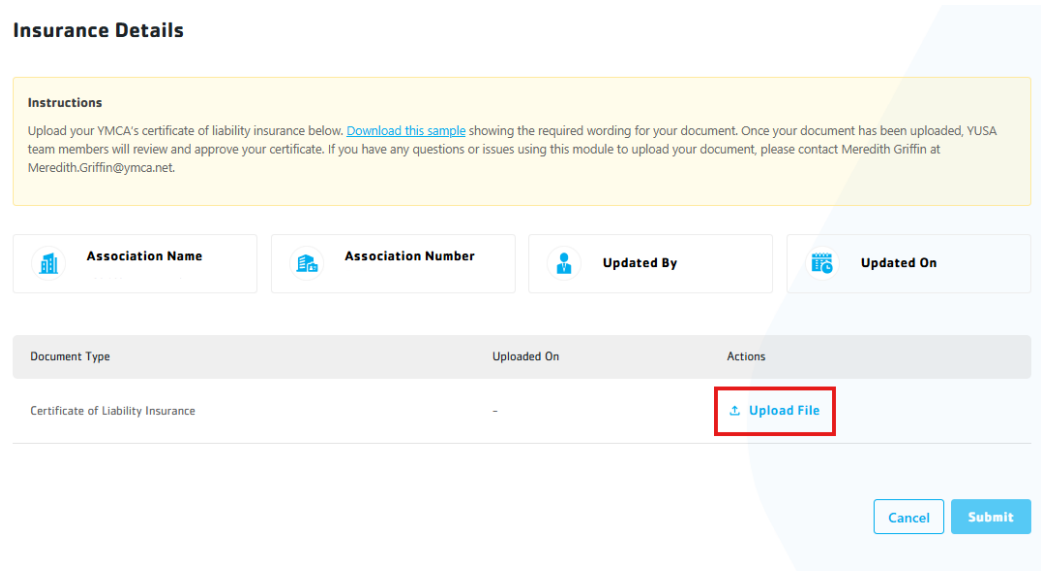
Step 3:
Navigate and click on the Certificate of Liability module.



Step 4:
Review the module instructions and hyperlinked template to confirm you have the correct document saved and ready to upload into the module for Y-USA to review.

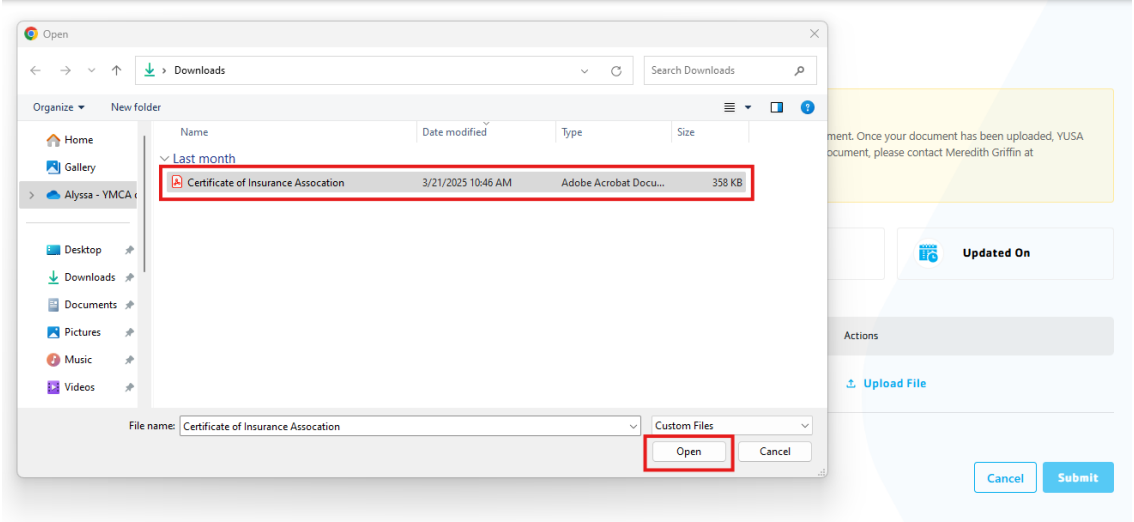


Step 5:
Select "Upload file" to search and find the correct document to upload into the module through the pop-up document search folder.



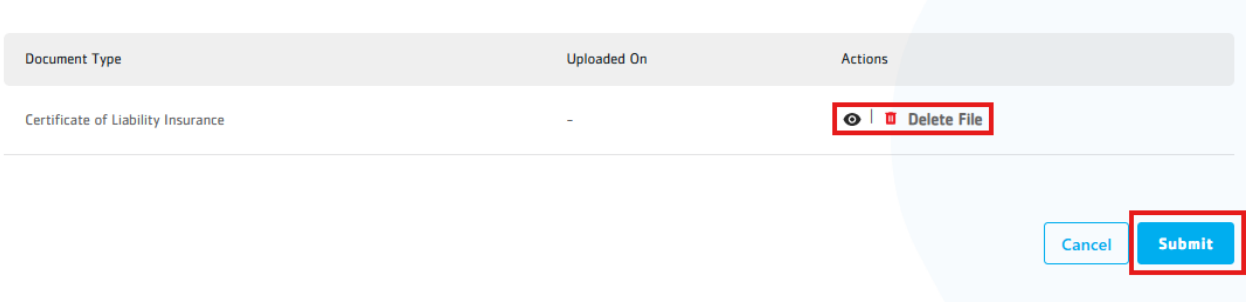
Step 6:

Once the file has been selected click on "Open".



Step 7:

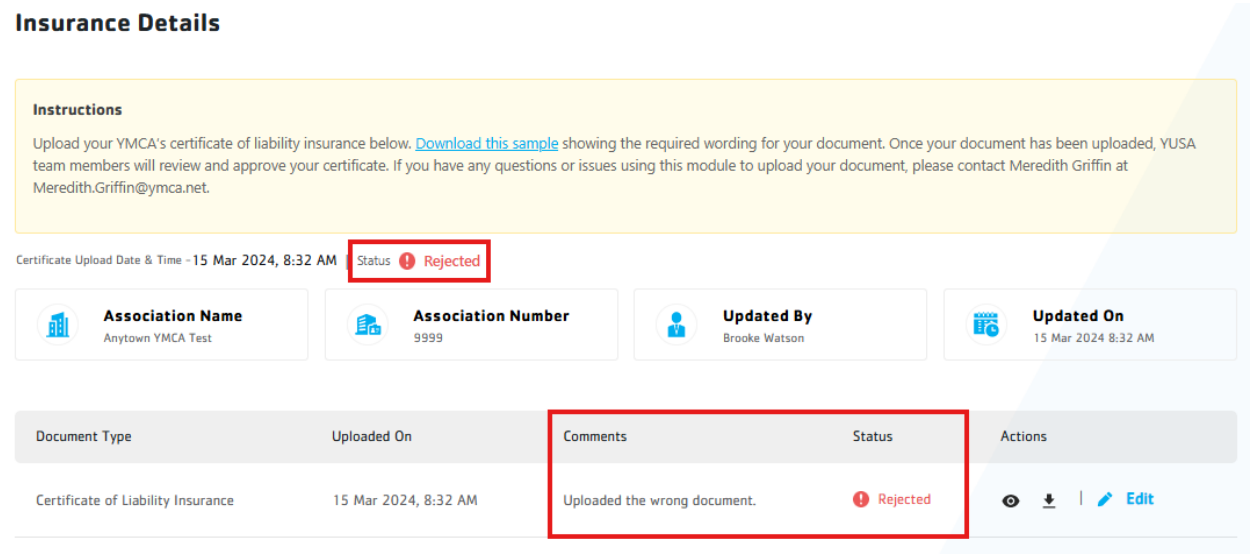
Review that the file is now in the module and select "Submit".



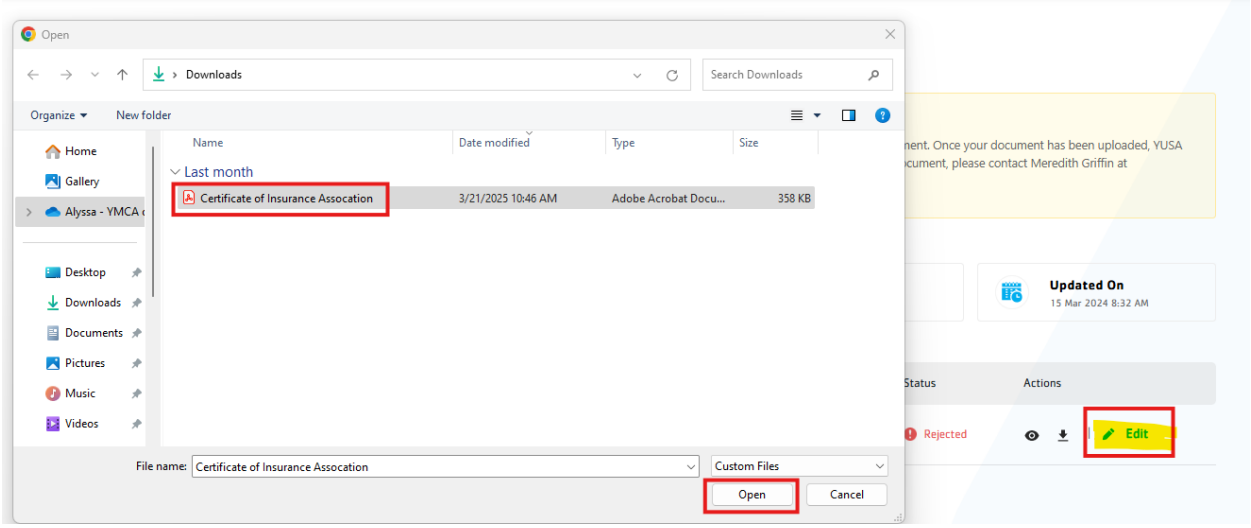
You can view the file by selecting the eye icon. If you have uploaded the incorrect document, please select “Detele File” and go through the upload process steps again.

My Document was Rejected

Log into the Data Collection Hub and navigate to the module. On the screen you will see a status of your document and comments added by the Y-USA team as to why your document was rejected.



To upload a new document, click on Edit (pencil icon) and select the correct file in the pop-up document search window. Select the document and click on Open.



Once you have opened your file, you will see the Submit button on the page. Click Submit for the Y-USA team to review your new document.

Insurance Details

Instructions

Upload your YMCA's certificate of liability insurance below. Download this sample showing the required wording for your document. Once your document has been uploaded, YUSA team members will review and approve your certificate. If you have any questions or issues using this module to upload your document, please contact Meredith Griffin at Meredith.Griffin@ymca.net.

Certificate Upload Date & Time - 15 Mar 2024, 8:32 AM | Status Rejected

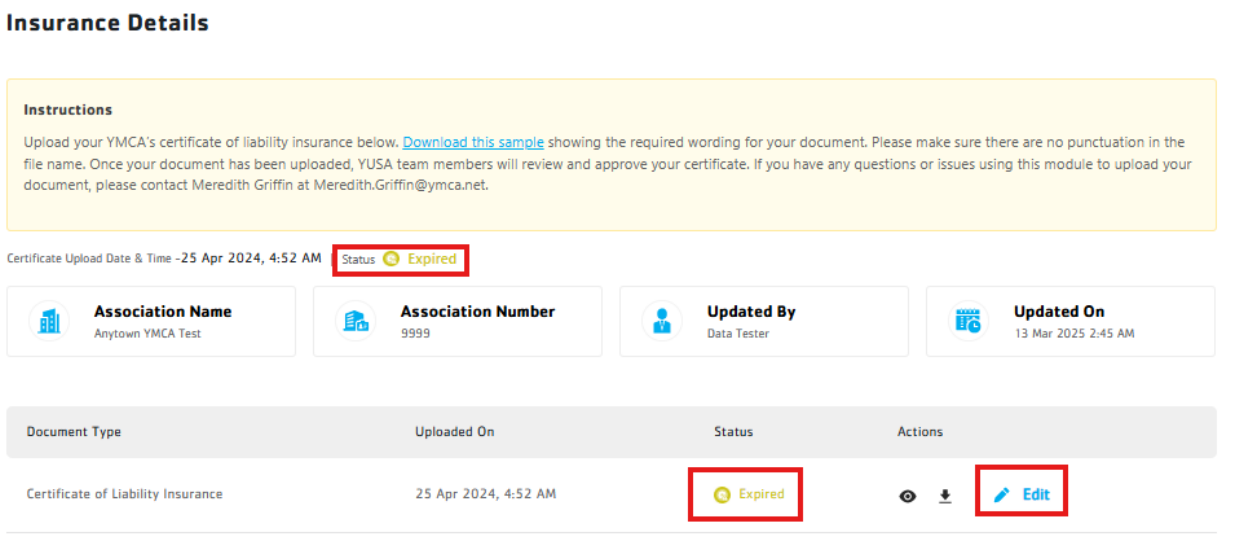
Association Name	Association Number	Updated By	Updated On
Anytown YMCA Test	9999	Brooke Watson	15 Mar 2024 8:32 AM

Document Type	Uploaded On	Comments	Status	Actions
Certificate of Liability Insurance	15 Mar 2024, 8:32 AM	Uploaded the wrong document.	Rejected	Delete File

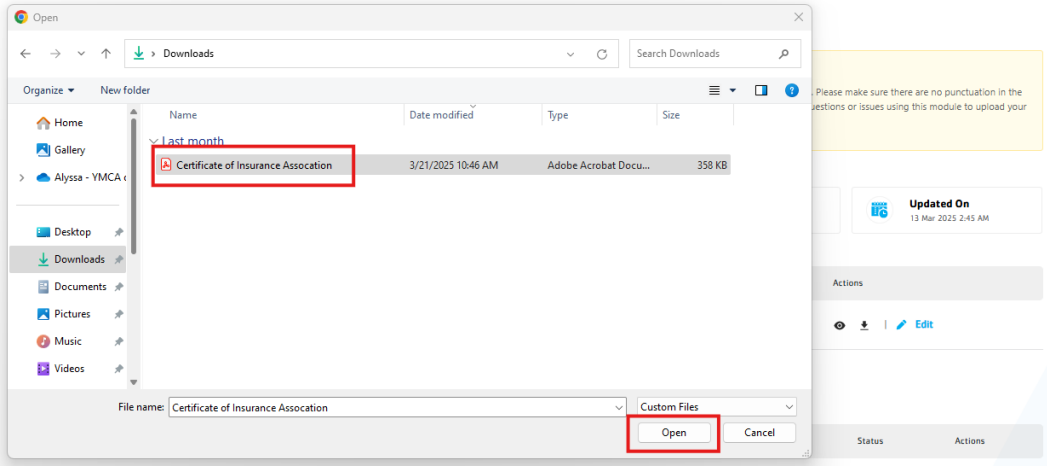
Cancel Submit

My Document has Expired

Log into the Data Collection Hub and navigate to the module. On the screen you will see the status of your document. To upload a new version of your policy, click on the Edit (pencil icon).



Select the correct file in the pop-up document search window. Select the document and click on Open.



On the page you will now see a "Submit" button to click and submit your updated policy.

Certificate Upload Date & Time -25 Apr 2024, 4:52 AM | Status Expired

Association Name	Association Number	Updated By	Updated On
Anytown YMCA Test	9999	Data Tester	13 Mar 2025 2:45 AM

Document Type	Uploaded On	Status	Actions
Certificate of Liability Insurance	25 Apr 2024, 4:52 AM	Expired	Delete File

Cancel Submit