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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.

The screenshot shows a web application interface for 'Y-USA System Training'. A pop-up window titled 'EDIT ROLE ASSIGNMENTS' is displayed. The window has a 'Manage' button in the top left corner. The main content area is divided into three sections: 'Role Assignments', 'Effective Date', and 'Which Data Collection Hub modular(s) should this staff member have access to?'. In the 'Role Assignments' section, there are five checkboxes: 'Association Data Steward' (checked and highlighted with a red box), 'Association Training Manager' (checked), 'Branch Data Steward' (checked), 'Brand Advocate' (unchecked), and 'Exchange Admin' (checked). The 'Effective Date' section has a text input field containing '07/22/2021'. The 'Which Data Collection Hub modular(s) should this staff member have access to?' section has a list of checkboxes: 'Annual Reports' (unchecked), 'Employee Update' (unchecked), 'Chronic Disease Program' (unchecked), 'Event Hub' (unchecked), 'Certificate of Liability Insurance' (checked and highlighted with a red box), 'Camp Common Metrics' (unchecked), and 'Volunteer Registration' (unchecked). At the bottom right of the pop-up, there are 'Save' and 'Cancel' buttons.

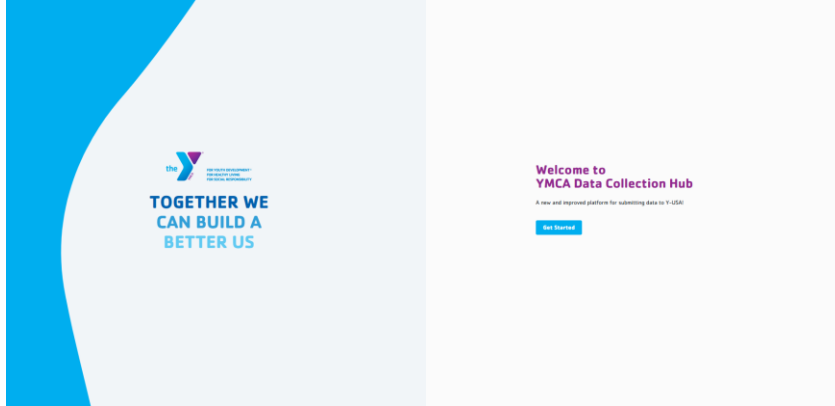
**PLEASE NOTE!:** you must assign them the correct role, otherwise they will not have access. If they are listed as staff at the association, then they need the Association data steward role. If they are listed as staff at a branch, they should be assigned the Branch data steward role. They cannot have 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](mailto: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.

The image shows a sign-in form for a YMCA account. It includes the YMCA logo, the heading "SIGN IN TO MY YMCA ACCOUNT", and input fields for "Email Address" and "Password". There is a "Sign in" button, a link for "Forgot your password?", and a "Sign up now" button for users without an account. At the bottom, there is a link for "Have guest access to Link? Click here" and footer text including "©2020 YMCA of the USA, all rights reserved. Privacy Policy".

## Step 3:

Navigate and click on the Certificate of Liability module.

**Certificate of Liability Insurance**



Submit Document

Each YMCA represented by participants in any YMCA national competitive event is required to have a certificate of liability insurance on file, valid through the end of the event. **Required for participation in national competitive events only.**

Local YMCAs upload your certificate of liability insurance here.

[START NOW](#) →

#### 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.

##### 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](mailto:Meredith.Griffin@ymca.net).

#### Step 5:

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

## 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](mailto:Meredith.Griffin@ymca.net).

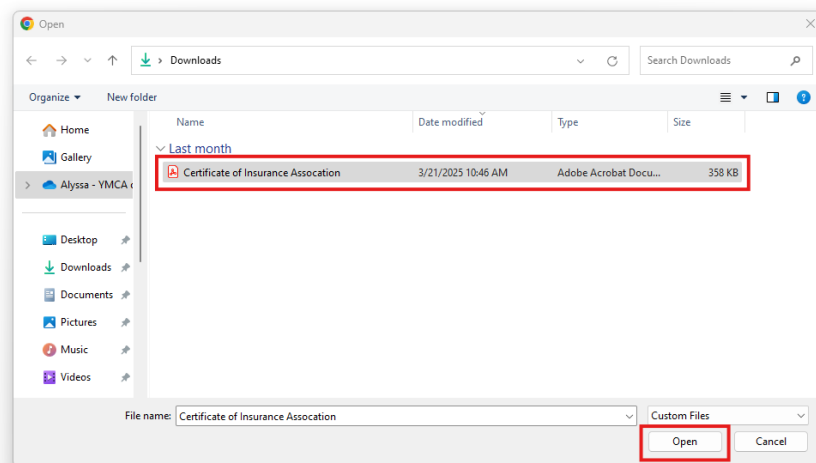
 <b>Association Name</b>	 <b>Association Number</b>	 <b>Updated By</b>	 <b>Updated On</b>
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Document Type	Uploaded On	Actions
Certificate of Liability Insurance	-	<a href="#">Upload File</a>

[Cancel](#) [Submit](#)

## 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".

Document Type	Uploaded On	Actions
Certificate of Liability Insurance	-	<a href="#">Delete File</a>

[Cancel](#) [Submit](#)

You can view the file by selecting the eye icon. If you have uploaded the incorrect document, please select "Delete 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.

## 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](mailto:Meredith.Griffin@ymca.net).

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

Status **Rejected**

**Association Name**  
Anytown YMCA Test

**Association Number**  
9999

**Updated By**  
Brooke Watson

**Updated On**  
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.	<b>Rejected</b>	<b>Edit</b>

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.

File Explorer window showing the Downloads folder. The file 'Certificate of Insurance Association' (Adobe Acrobat Document, 358 KB) is selected. The 'Open' button is highlighted.

Document search window showing the 'Edit' button highlighted.

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](mailto:Meredith.Griffin@ymca.net).

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

 <b>Association Name</b> Anytown YMCA Test	 <b>Association Number</b> 9999	 <b>Updated By</b> Brooke Watson	 <b>Updated On</b> 15 Mar 2024 8:32 AM
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Document Type	Uploaded On	Comments	Status	Actions
Certificate of Liability Insurance	15 Mar 2024, 8:32 AM	Uploaded the wrong document.	<span>❗ Rejected</span>	    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).

## Insurance Details

**Instructions**  
Upload your YMCA's certificate of liability insurance below. [Download this sample](#) showing the required wording for your document. Please make sure there are no punctuation in the file name. 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 -25 Apr 2024, 4:52 AM Status **Expired**

**Association Name**  
Anytown YMCA Test

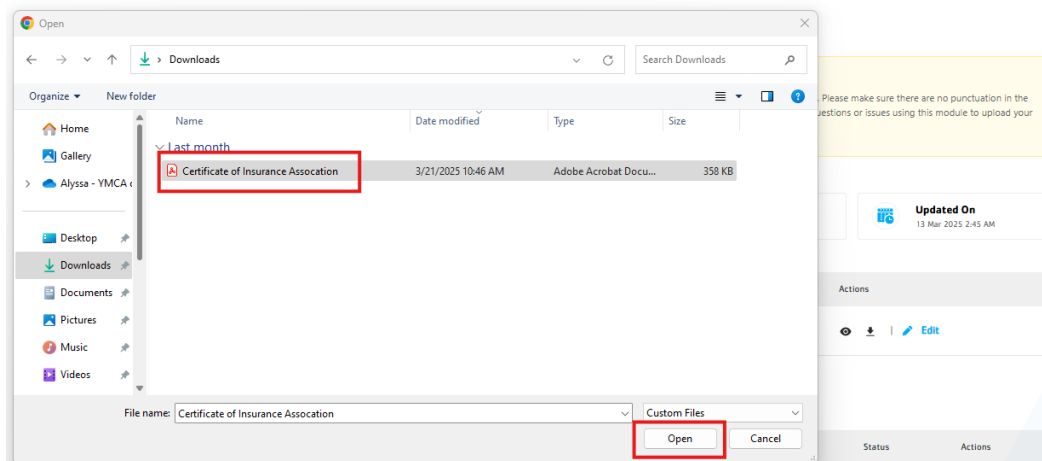
**Association Number**  
9999

**Updated By**  
Data Tester


**Updated On**  
13 Mar 2025 2:45 AM

Document Type	Uploaded On	Status	Actions
Certificate of Liability Insurance	25 Apr 2024, 4:52 AM	<b>Expired</b>	<b>Edit</b>

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**  
Anytown YMCA Test

**Association Number**  
9999

**Updated By**  
Data Tester

**Updated On**  
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