

JONES

Managing Insurance Documents With Jones

Manage your own compliance in one centralized location with The Record Hub. Instead of needing to shuffle through old emails or contact Jones Support, you can upload new insurance documents, view gaps in insurance coverage, and more.

Step 1: Go to this website:

<https://app.getjones.com/signin>

Step 2: Enter your email

Make sure it's the email that received the COI request.

Step 3: Receive Security Code

Slide the bar to receive an email with a code.
The subject line will be "One-Time Security Code".
Copy and paste the 6-digit code into Jones.

Slide right to receive one-time code.



Requester	Project/Property	Status	Gaps	Expiry Date	Company	Action
Jones Developers	Brown-Kimbrough...	Awaiting New COI	5 Gaps	Sep 20, 2022	Mikes Window Wa...	
Jones Developers	433W 43rd St	Compliant		Feb 19, 2025	Michael's Window ...	
Jones Developers	Doron's Property #12345	Compliant		Sep 12, 2024	Mike's Window Wa...	

View Compliance Status of Insurance Documents

See Insurance Gaps in Coverage

Click the 3-dots to take the below actions:

- Submit Insurance Docs
- View COI
- Show Requirements
- View Report