

# 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>

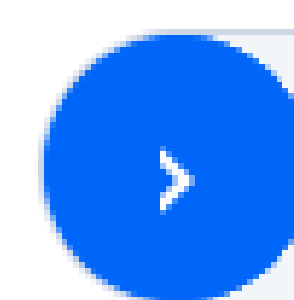
**Step 2: Enter your email**

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


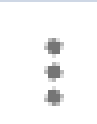




**Step 3: Receive Security Code**

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.



Slide right

| 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:

**Need More Help?**

Scan the QR code to learn  
more in our Help Center.



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