How to update a Certificate of Insurance Deliverable:

1. Log into iSupplier at https://athena.stpete.org/OA_HTML/AppsLocalLogin.jsp using the email you registered with at the City and your password. If you do not remember your username or password, click on the link below to re-set. If you need further instruction on how to log into iSupplier, please contact registration@stpete.org.

2. Under the Home Tab, click on the most recent PO number under “Orders at a Glance”.

3. Under Actions, click on the down arrow (1), select “Manage Deliverables”, and hit “Go” (2).
4. Click on the pencil symbol to update.

5. Click on the pencil symbol to update (1) and an “update attachment” box will appear. Hit browse (2) and upload with most updated certificate of insurance.
6. A confirmation box will appear, hit “Ok”.
7. Change the Status from “Open” to “Submitted” (1) and hit Apply (2).

8. You will receive a confirmation that the deliverable was updated. Hit “Ok” and close out of iSupplier.