

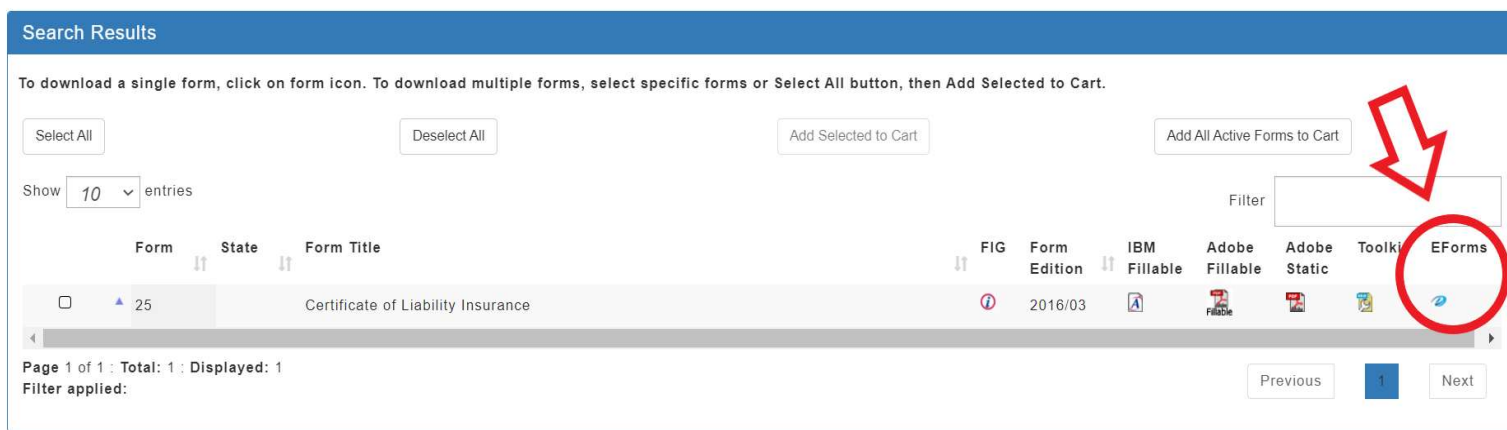
How to Combine ACORD Form Files

Overview

This fact sheet will walk you through the process of merging multiple ACORD fillable forms into one file.

Always use the most current form in the ACORD library.

1. Open the ACORD Forms Portal and select "Eforms" to download your desired Forms files.



Search Results

To download a single form, click on form icon. To download multiple forms, select specific forms or Select All button, then Add Selected to Cart.

Select All Deselect All Add Selected to Cart Add All Active Forms to Cart

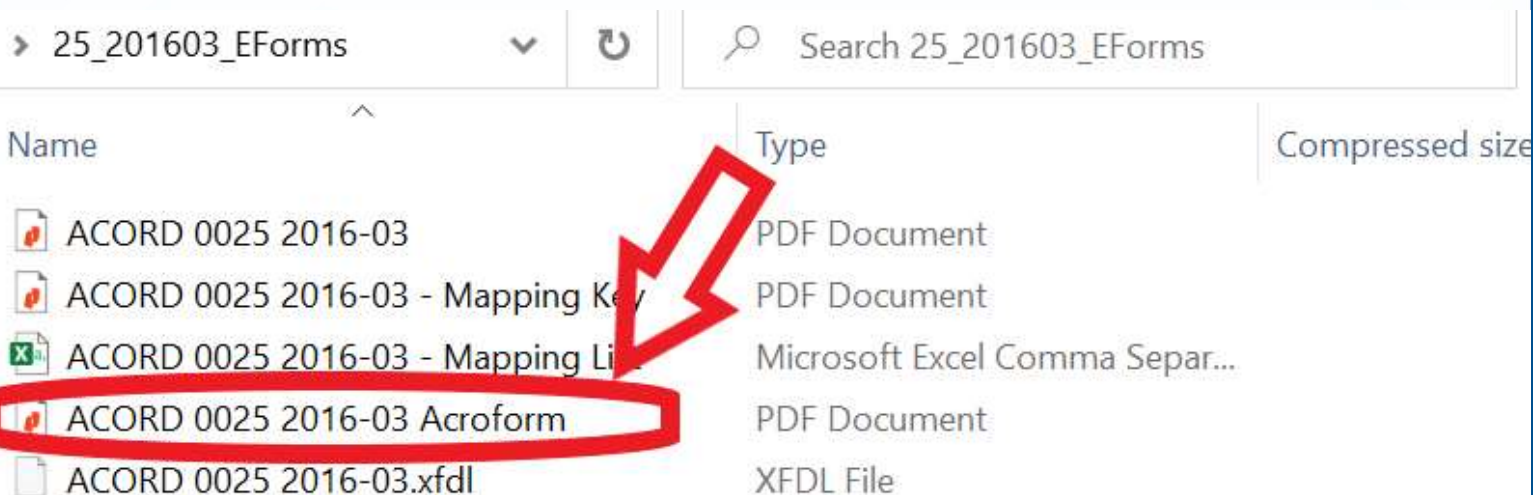
Show 10 entries

Form	State	Form Title	FIG	Form Edition	IBM Fillable	Adobe Fillable	Adobe Static	ToolKit	EForms
<input type="checkbox"/>	25	Certificate of Liability Insurance		2016/03					

Page 1 of 1 : Total: 1 : Displayed: 1
Filter applied:

Previous 1 Next

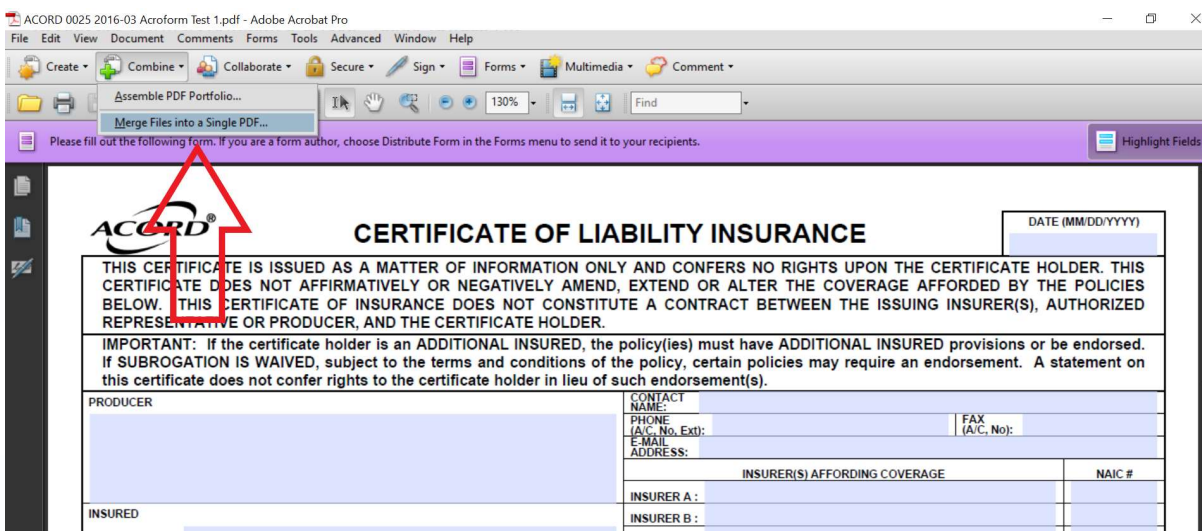
2. Once your Eforms download is complete, a folder with five documents will be available. Select the Acroform version of the document.



Name	Type	Compressed size
ACORD 0025 2016-03	PDF Document	
ACORD 0025 2016-03 - Mapping Key	PDF Document	
ACORD 0025 2016-03 - Mapping Li	Microsoft Excel Comma Separ...	
ACORD 0025 2016-03 Acroform	PDF Document	
ACORD 0025 2016-03.xfdl	XFDL File	

How to Combine ACORD Form Files

- Open the Adobe Acrobat Document and select "Combine" from the toolbar. From the dropdown, select "Merge Files into a Single PDF."



ACORD 0025 2016-03 Acroform Test 1.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

Assemble PDF Portfolio... Merge Files into a Single PDF...

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

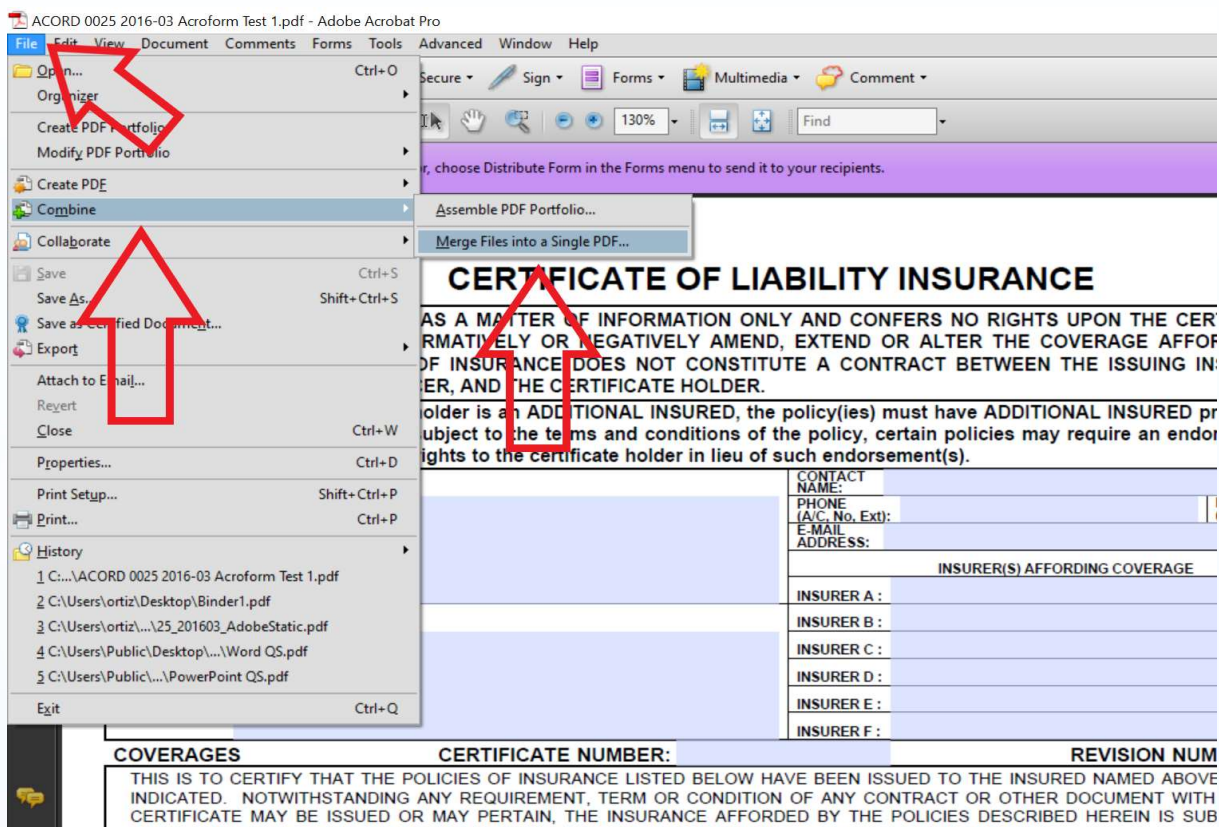
ACORD® **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
INSURED	INSURER A:	
	INSURER B:	

- Alternatively, if "Combine" is not available as shown above, click the "File" dropdown, then click "Combine," and select "Merge Files into a Single PDF."



ACORD 0025 2016-03 Acroform Test 1.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Open... Organize Create PDF Portfolio Modify PDF Portfolio Create PDF Combine Collaborate Save Save As... Save as Certified Document... Export Attach to Email... Revert Close Properties... Print Setup... Print... History

Secure Sign Forms Multimedia Comment

Assemble PDF Portfolio... Merge Files into a Single PDF...

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

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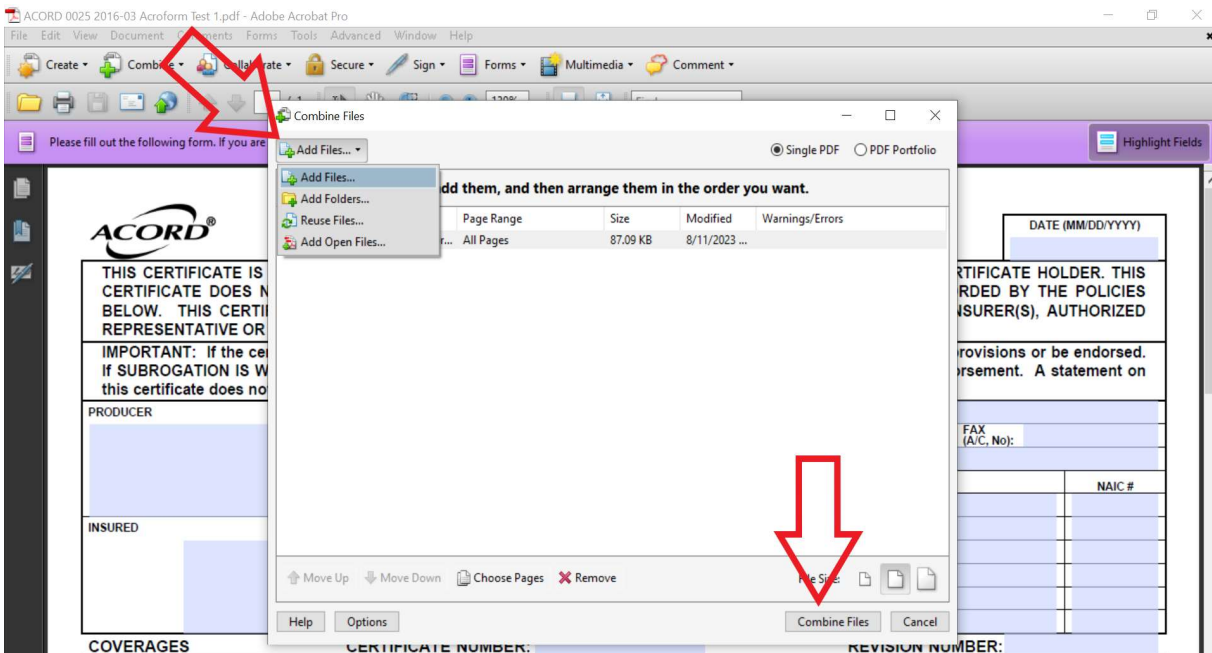
	CONTACT NAME:
	PHONE (A/C, No, Ext):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE
	INSURER A:
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	INSURER C:
	INSURER D:
	INSURER E:
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER**

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How to Combine ACORD Form Files

5. You can now upload the Forms files you would like to merge by either dragging and dropping them into the pop-up box or selecting “Add Files.” Once you have uploaded your desired documents, click “Combine Files.”



6. Once the files have merged, a pop-up will prompt you to save the new PDF to your computer.

