

ADD INSURANCE POLICIES

Step 1: Click My Organization

Step 2: Click Organization Profile

Scroll down to “Insurance Profile” and select “Upload Insurance Documents”

Counties with Managed Facilities or Services >

Insurance Profile > **UPLOAD INSURANCE DOCUMENTS** ? HELP

Applicant Event Profiles >

Select or Drag & Drop files to upload

Upload Insurance Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually.

Note: You may not upload the document to the Insurance Profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

Click on “Edit” to add a category to identify your document

Upload Insurance Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

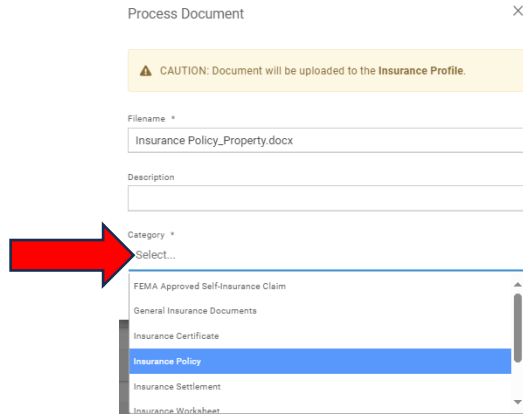
Filename	Description	Size	Category
Insurance Policy_Property.docx		11.7 KB	Specify...

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Under “Category”, click on “Select” and a drop-down list will appear. Select the most appropriate category for the document you are uploading.



Process Document

CAUTION: Document will be uploaded to the Insurance Profile.

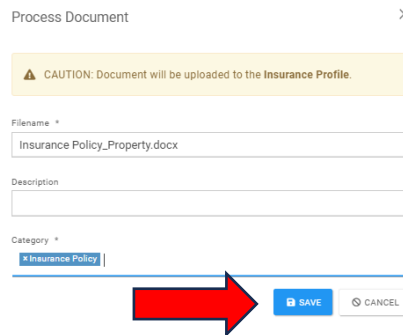
Filename *
Insurance Policy_Property.docx

Description

Category *
Select...

- FEMA Approved Self-Insurance Claim
- General Insurance Documents
- Insurance Certificate
- Insurance Policy**
- Insurance Settlement
- Insurance Worksheet

Click “Save”



Process Document

CAUTION: Document will be uploaded to the Insurance Profile.

Filename *
Insurance Policy_Property.docx

Description

Category *
Insurance Policy

SAVE CANCEL

To Edit a document name or category or Remove a document that was uploaded in error, scroll down to “Documents” and click “Manage”



Insurance Profile >

Applicant Event Profiles >

Documents >

UPLOAD INSURANCE DOCUMENTS ? HELP

UPLOAD DOWNLOAD MANAGE

A list of uploaded documents will appear with an option to “Edit” or “Remove”. If Edit/Remove are not bold, then you are unable to make any changes or remove the document.

