

# Viewing and Updating Liability Insurance Information

## **Purpose**

This document has been developed as a guide for child care providers to use when completing liability insurance tasks in their online provider accounts.

# How to View Liability Insurance Information in Your Account

The action titled 'Liability Insurance History' has been added to the list of actions located on your Child-Care Regulation Account Main Page. Selecting the hyperlink will take you to the 'Liability Insurance History' page, which is where you can view, update, and verify your operation's liability insurance information.





#### **Liability Insurance History**

Update Insurance Details

Submission Date	Insurance Company Name	Policy Number	Policy Start Date	Policy Expiration Date	Policy End Date	Reason for Lack of Insurance	Annual Verification Due Date
11/20/2020	test	12345	12/7/2020	12/7/2021			1/31/2021
11/20/2020	test	12345	12/7/2020	12/7/2021			1/31/2021

# How to Verify Liability Insurance Annually Using Your Account

Thirty (30) days before the annual insurance verification is due, the message board on your 'Child-Care Regulation Account Main Page' will begin to display the message 'Annual Liability Insurance Verification Due'. This reminder message will include a due date.

To complete the verification, select the 'Liability Insurance History' hyperlink under the Select an Action section of the page in order to navigate to the new Liability Insurance History page.

On the 'Liability Insurance History' page, a new reminder titled 'Annual Insurance Verification Due' will be displayed when the annual verification is due within 30 days of the due date. The due date for the annual verification will be displayed when the reminder is present.

To verify the insurance information, select the 'Verify and Save' button (as indicated by the blue arrow below), which will open the 'Liability Insurance Details' page.



The Liability Insurance Details page collects the same information as in Form 2962 (Verification of Liability Insurance). To complete the annual verification, complete the page as outlined below (a screenshot of the page follows the instructions).

## Steps if Your Operation has Liability Insurance

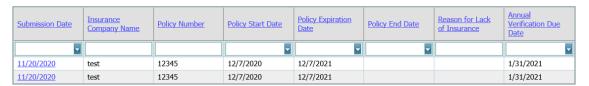
If your operation has the liability insurance described at the top of the page, select Yes and:

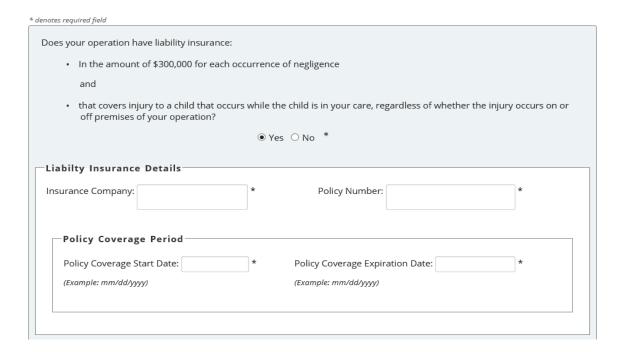
- complete the Liability Insurance Details section; and
- click *Save* to save the page.

After clicking the *Save* button, the *Liability Insurance History* page will display, with the new liability insurance submission details shown in the most recent row. The reminder message *Annual Verification is currently Due* will disappear *and the Verify and Save* button is replaced by the *Update Insurance Details* button.

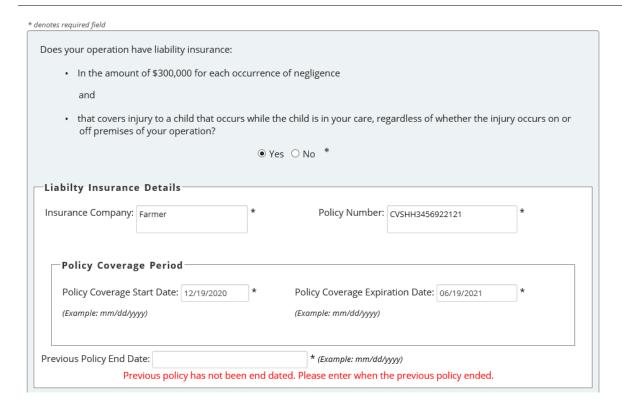
#### **Liability Insurance History**

Update Insurance Details





If insurance information is already entered and you want to update your insurance detail, select *Update Insurance Details'* button), which will open the *Liability Insurance Details'* page. You must enter the previous policy end date.

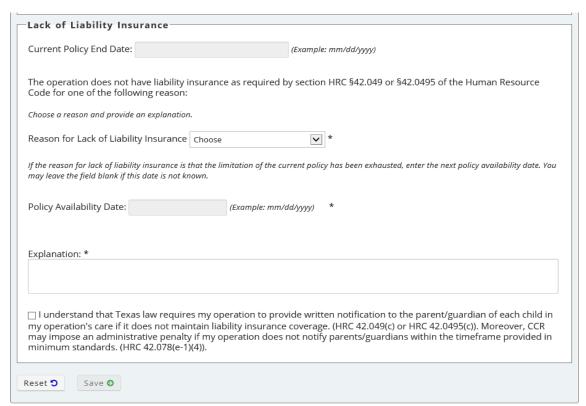


#### Steps if Your Operation does not have Liability Insurance

If your operation does NOT have the liability insurance described at the top of the page, select *No* and:

- complete the *Lack of Liability Insurance* section as follows:
  - If you had a previous policy that ended, complete the Current Policy End Date field. Leave the field blank if your operation has never had liability insurance,
  - Choose a reason from the Reason for Lack of Liability Insurance dropdown list,
  - If the reason for lack of liability insurance is "the limitation of the current policy has been exhausted," enter the next policy availability date, if the date is known (you may leave the field blank if this date is not known), and
  - Enter information supporting the reason selected in the Explanation text box;
- read the acknowledgement statement;
- select the checkbox next to the acknowledgement statement to indicate your understanding; and
- click Save to save the page.

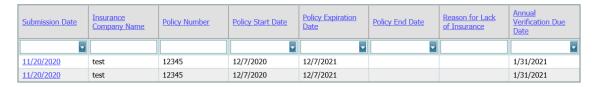




After clicking the *Save* button, the *Liability Insurance History* page will display, with the new liability insurance submission details shown in the most recent row.

#### **Liability Insurance History**

Update Insurance Details



# **How to Update Insurance Details Using Your Account**

To update the insurance information, select the '*Update Insurance Details'* button (as indicated by the blue arrow below), which will open the '*Liability Insurance Details'* page.



To update the update insurance details, complete the page as outlined below (a screenshot of the page follows the instructions).

The process to Update Insurance Details Using Your Account is identical to the process to Verify Liability Insurance Annually Using Your Account.

If your operation has the liability insurance described at the top of the page, select Yes and:

- complete the Liability Insurance Details section; and
- click Save to save the page.

If your operation does NOT have the liability insurance described at the top of the page, select *No* and:

- Complete the Lack of Liability Insurance section;
- read the acknowledgement statement;
- select the checkbox next to the acknowledgement statement to indicate your understanding; and
- click *Save* to save the page.

After clicking the *Save* button, the *Liability Insurance History* page will display, with the new liability insurance submission details shown in the most recent row.

## Liability Insurance Details' page

