Uploading Insurance Document:

Document should show:

 Insurance Carrier

 Insured’s Name

 Effective Dates

 General Liability

 Liquor Liability

1. Log into your account and click on the Menu icon
2. Select Document Center
3. In the Document Center, click the "Upload Document" button
4. Select “Rental Doc: Insurance (Liquor/ Liability)”
5. Choose a file from your computer to upload
6. Click the Upload Document button