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