

# Submit new Insurance

This is the procedure for submitting a new insurance online.

- First, have the scanned copy of the insurance document ready on your computer.
- Now, login to your online portal and click on the Amusement button. You will be taken to a new window with all your information under various tabs as seen below.

KDA TESTING LLC [COMPANY# 100000]

New Application Applications Inspections **Add Rides & Insurance** Insurances Add Itinerary Itineraries Rides

Payments Add Payment

ADD RIDES & INSURANCE

EXISTING RIDES

<input type="checkbox"/>	RIDE	SERIAL NO	MAKER/MANUFACTURER	INSURANCE
<input type="checkbox"/>	BIGGIE BOUNCE (AIR INFLATABLES)	12345-6	PENTES PLAY	TEST INSURANCE (Expiration: 12/31/2023)
<input type="checkbox"/>	MEGA BOUNCE (AIR INFLATABLES)	23456-7	PENTES PLAY	TEST INSURANCE (Expiration: 12/31/2023)
<input type="checkbox"/>	AQUASLIDE (WATER RIDES)	AQ4567	SLIDE INC	TEST INSURANCE (Expiration: 12/31/2023)
<input type="checkbox"/>	PLAYPORT (WOODEN ROLLER COASTER)	456789-12	PENTES PLAY	TEST INSURANCE (Expiration: 12/31/2023)

If you want to update the insurance of the above existing rides, select the checkbox besides each ride and add the new insurance by clicking the **ADD INSURANCE** link below.

You would also need to upload the scanned/electronic documents of the insurance.

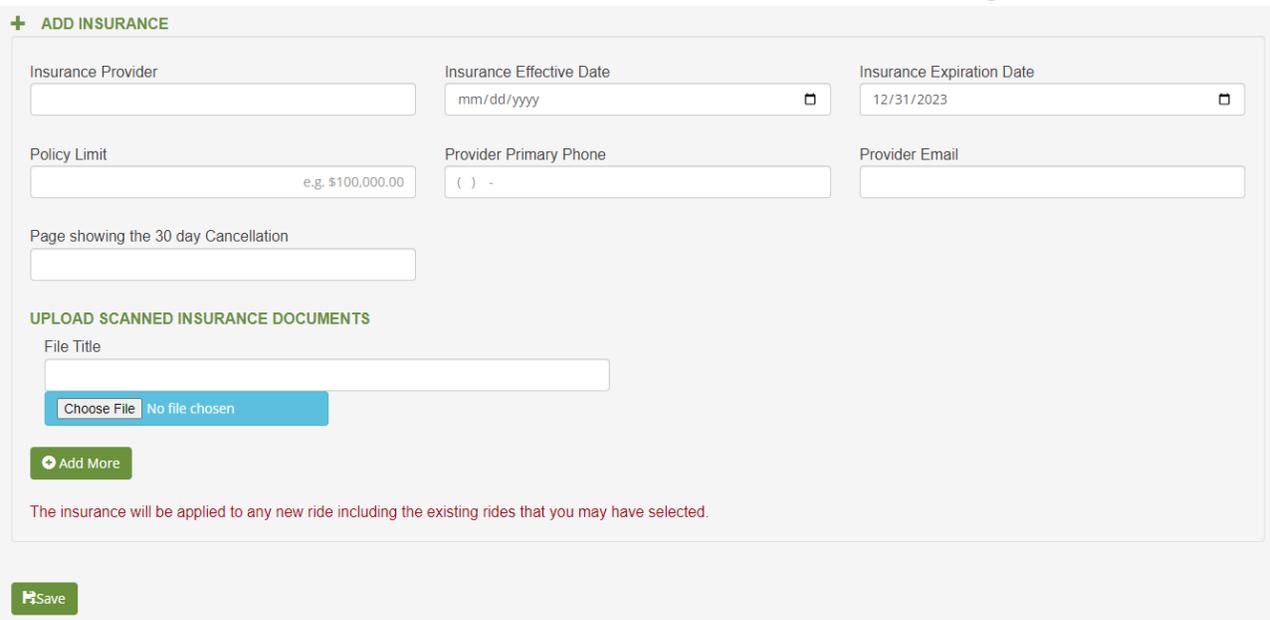
+ ADD NEW RIDE

+ ADD INSURANCE

Save

- Look for the “Add Rides & Insurance” tab and click on it.
- You should see your existing rides and link buttons to add new ride and new insurance.

- Click on ADD INSURANCE link button. You should see the following screen



**+ ADD INSURANCE**

Insurance Provider

Insurance Effective Date

Insurance Expiration Date

Policy Limit

Provider Primary Phone

Provider Email

Page showing the 30 day Cancellation

**UPLOAD SCANNED INSURANCE DOCUMENTS**

File Title

The insurance will be applied to any new ride including the existing rides that you may have selected.

- Fill in all the insurance related information in the provided text boxes.
- Under “UPLOAD SCANNED INSURANCE DOCUMENTS” section, click on the “Choose File” button, navigate to the scanned copy of your insurance document on your computer and select it.
- You can name the File Title as “Insurance”.
- Now, select all your existing rides on the top that are covered by this insurance by clicking on the checkboxes by the side of each ride.
- If you want to add a new ride, you can do so by clicking the ADD NEW RIDE link button and fill all the new ride information. The new ride will also be covered by the same insurance.
- Click Save button to finish the process.