

Dear Child Care Provider,

After paying for your Child Care Insurance renewal, if you need to add an organization or landlord as an Additional Insured, submit the request online by following the steps below:

1. Go to www.assurechildcare.hayscompanies.com
2. Locate the blue box on the left side of the page that reads, "Member Login". Enter your user name and password. User name is your certificate/membership number, and password may be found in your certificate email if you have not set up your online account.



*If forgot password just click here

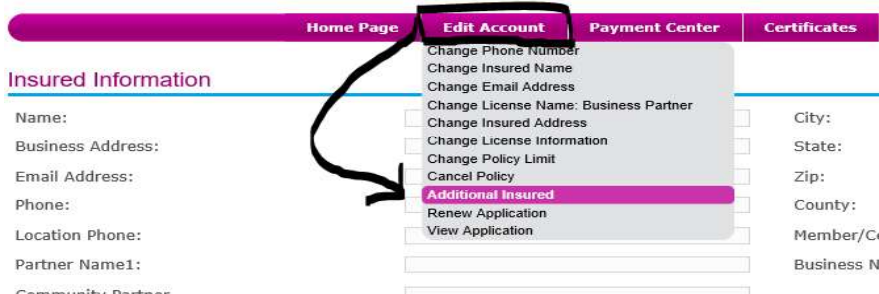
Insuring with ACC

3. On the policy listing page, make sure you select the most recent policy to add the additional insured to. You can see the dates where the arrow below is pointing to. Click on the policy with the most recent effective date and click on "Details" button.

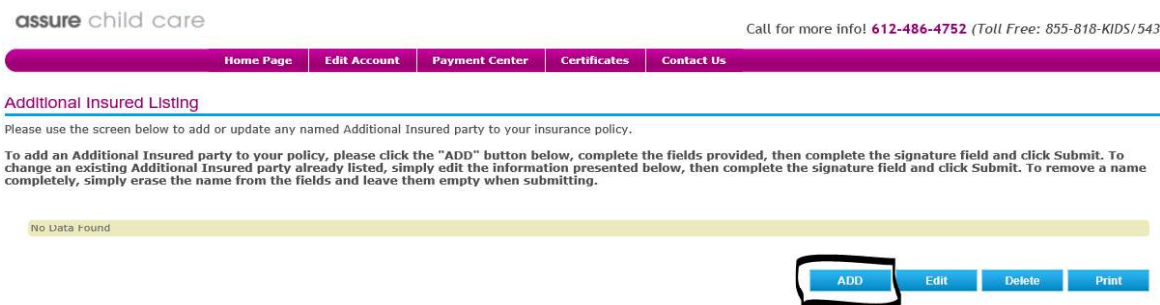
Insured Name	Application Date	Effective Date	Application Type	Member #
Brittney Gregg	07/27/2018	07/28/2018	New	89775043

[Details](#)

4. Once logged in you will see an edit account tab, click the Additional Insured option.



5. Once you click the Additional Insured option, a screen will appear that looks like the one below. Click the "ADD" button.



6. After clicking the "ADD" button in the last step, the page will look like this. Fill out the information and once all information is complete click on "Submit" button.

First Name:

Last Name:

Organization Name:

Address:

Email Address:

City:

State:

Zip Code:

Reason for Change:

I understand that it is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Signature:

[Submit](#)

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www.assurechildcare.com