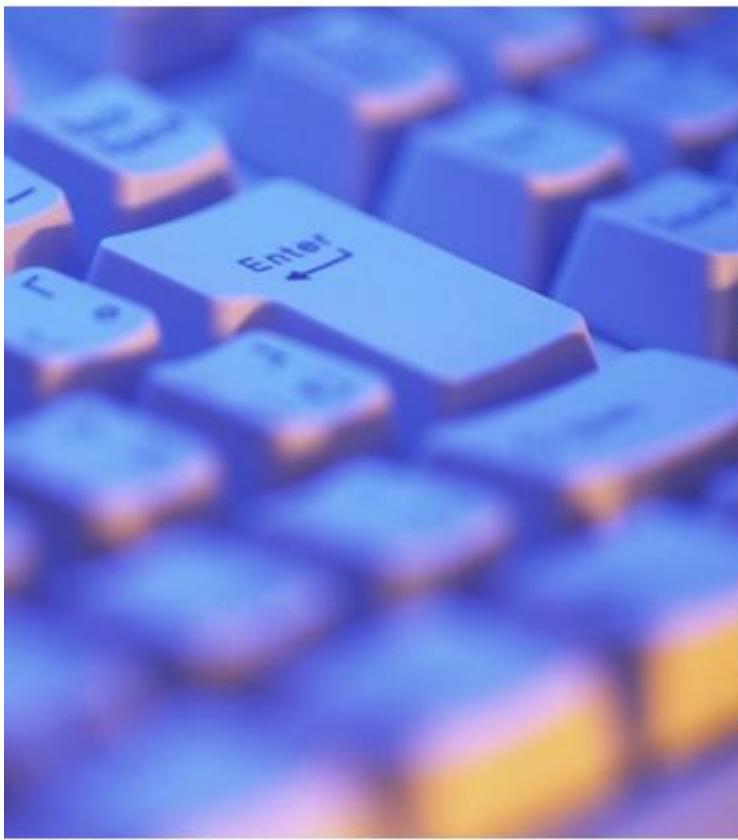




State of Connecticut



Department of Administrative  
Services Procurement



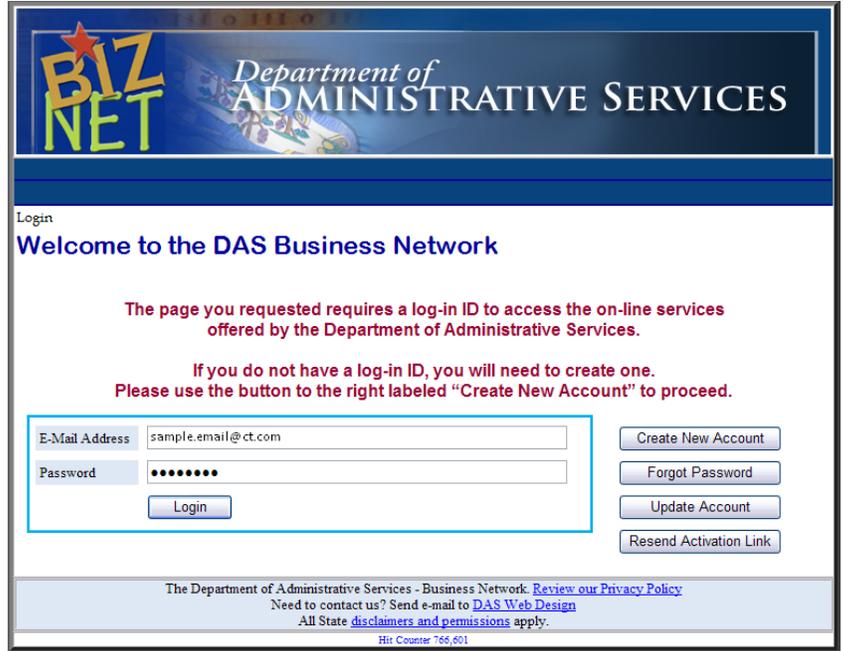
Inputting and Uploading Insurance Information

**INPUT INSURANCE INFORMATION**

**Step 1:**

Log in to the [State Contracting Portal](#) at this link, or navigate to:

<http://das.ct.gov/cr1.aspx?page=12>



**Step 2:**

Click the link for [CT Procurement](#)



INPUT INSURANCE INFORMATION

Step 3:

Click the  icon next to your company name.

Step 4:

Click the link for [Company Information](#)

INPUT INSURANCE INFORMATION

Step 5:

Click



Department of ADMINISTRATIVE SERVICES

Current User: sample.user@ct.com

Home Biznet Menu Log In/Out

Company List Company Info Accounts Address Contacts Industries **Upload Docs**

Company Information

### Enter your Company Information

[Page Help](#)

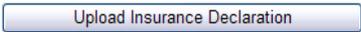
Company Name	Sample Company, Inc.
Are You Conducting Business Under Another Name?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Taxpayer ID Type	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN
Taxpayer ID	101010101
Business Structure	Corporation
Registered with Secretary of the State	<input checked="" type="radio"/> Yes <input type="radio"/> No Secretary Of The State
Incorporating State	CT
Web Address	www.samplecompany.com
Product	

Continue

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Hit Counter 355,150

Step 6:

Click



Department of ADMINISTRATIVE SERVICES

Current User: sample.user@ct.com

Home Biznet Menu Log In/Out

Company List Company Info Accounts Address Contacts Industries **Upload Docs**

Document Upload

### Upload Forms and Documents

Choose the appropriate button for the forms or documents you wish to upload.  
[Show Page Help](#)

**Sample Company, Inc.**

- Required Company Documents
- Upload Solicitation Documents
- Upload Insurance Declaration**
- Upload Prequalification Documents
- Upload Supplier Diversity Documents

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Hit Counter 12,383

**INPUT INSURANCE INFORMATION**

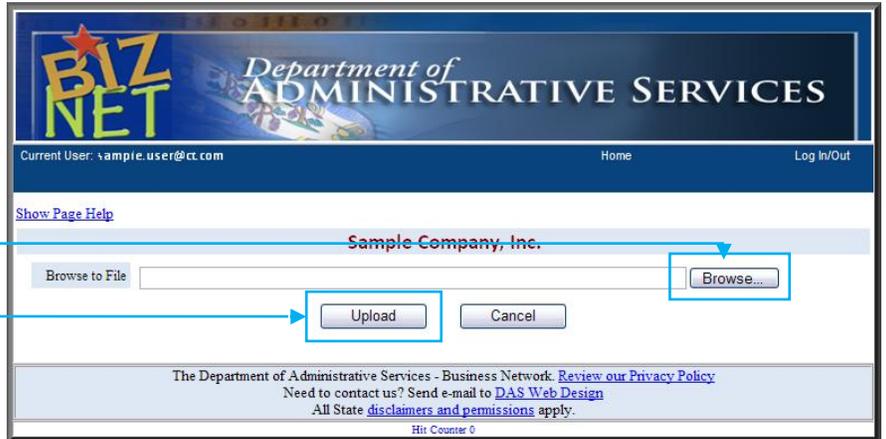
**Step 7:**

**Scan** Insurance Documents to your computer.



**Step 8:**

Click **Browse...** to locate the first insurance document you would like to upload.



**Step 9:**

Click **Upload** to **Upload** your selected insurance document.



**Step 10:**

A message is displayed confirming successful upload.

**INPUT INSURANCE INFORMATION**

**Step 11:**

Select the dropdown for Insurance Document type.

**Step 12:**

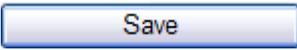
Select the Insurance Document type.

The screenshot shows the BizNet web application interface. At the top left is the 'BIZ NET' logo. Below it, the current user is identified as 'sample.user'. A red message states 'Your file was uploaded'. A dropdown menu is open, displaying a list of insurance types including 'Automobile - Bodily Injury (Each Accident)', 'Contractors Liability', 'General Liability (Each Occurrence)', and others. The 'Insurance Type' field below the menu is highlighted with a blue box. Below this are input fields for 'StartDate', 'ExpireDate', and 'Coverage Amount', along with 'Save' and 'Return to Company List' buttons. The footer contains contact information for the Department of Administrative Services.

**Step 13:**

Enter Start Date, Expiration Date and Coverage Amount.

**Step 14:**

Click 

**Step 15:**

Repeat upload process for any additional insurance documents.

The screenshot shows the BizNet web application interface after a successful upload. A red message states 'Your file was uploaded successfully. Now enter your insurance coverages.' Below this, the company name 'Sample Company, Inc.' is displayed. A section titled 'Insurance Record' contains a form with the following fields: 'Insurance Type' (Automobile - Bodily Injury (Each Accident)), 'StartDate' (01/01/2012), 'ExpireDate' (01/01/2013), and 'Coverage Amount' (\$1,000,000.00). The 'Save' button is highlighted with a blue box. The footer contains contact information for the Department of Administrative Services.