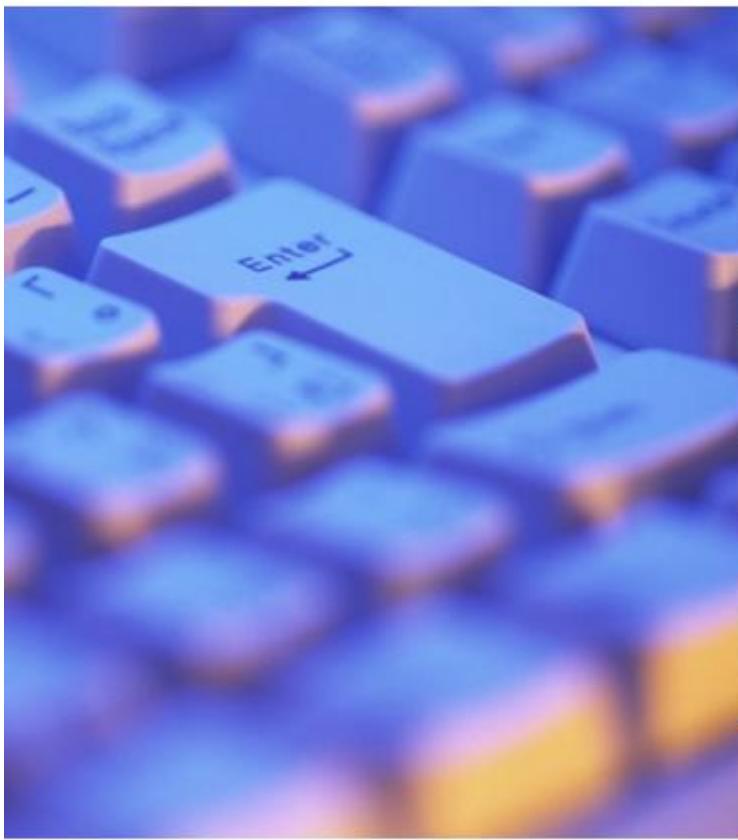




State of Connecticut



Department of Administrative
Services Procurement



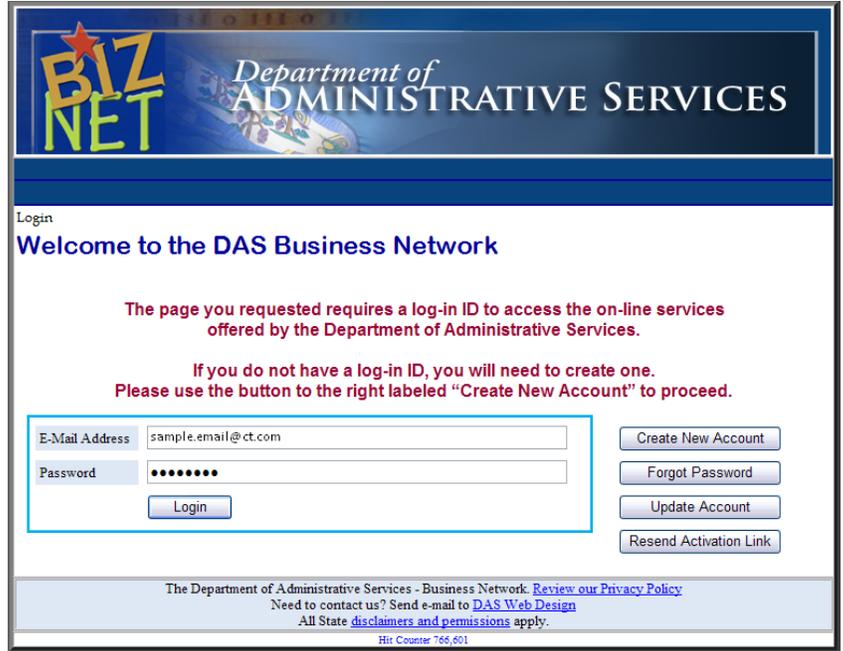
Inputting and Uploading Insurance Information

INPUT INSURANCE INFORMATION

Step 1:

Log in to the [DAS Business Network \(BizNet\)](#) at this link, or navigate to:

<https://www.biznet.ct.gov/AccountMaint/Login.aspx>



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](#)

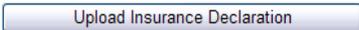
Company Name	Sample Company, Inc.
Are You Conducting Business Under Another Name?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Taxpayer ID Type	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN
Taxpayer ID	101010101
Business Structure	Corporation
Registered with Secretary 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

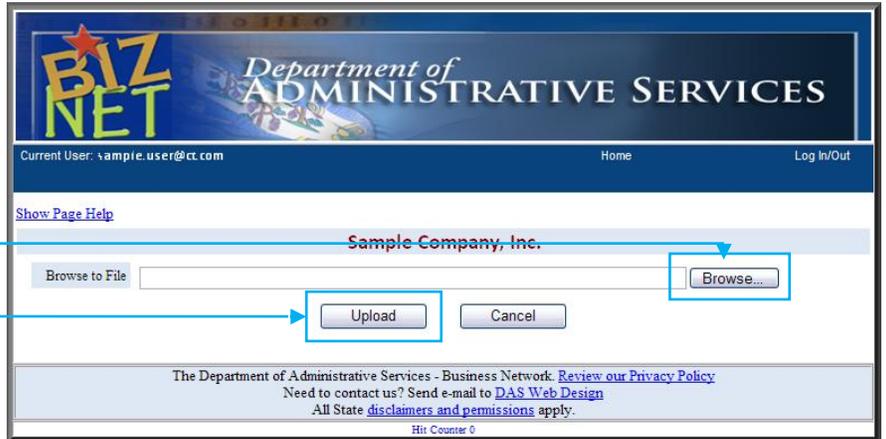
Step 7:

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:

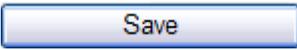
Select the Insurance Document type.

Automobile - Bodily Injury (Each Accident)
 Automobile - Bodily Injury (Per Person)
 Automobile - Property Damage (Each Accident)
 Automobile (Combined Single Limit)
 Aviation
 Cash-In-Hand Coverage
 Contractors Liability
 Contractors Public Liability
 Contractual Liability
 Damage to Rented Premises/Fire Damage (Ea. Occur)
 Day Care Liability incl. Gen.,Prof., Sexual Abuse
 Directors and Officers
 Employee Dishonesty
 Errors and Omissions
 Excess Liability/Umbrella
 Fire Insurance
 Garage Keepers
 General Liability (Each Occurrence)
 General Liability (General Aggregate)
 Medical Expense (Any One Person)
 Other
 Owner's & Contractor's Protective Liability (AGG)
 Owner's & Contractor's Protective Liability (Ea.)
 Personal and Adv Injury (Ea. Occurrence)
 Products - Comp/Op AGG
 Professional Liability/Errors & Omissions AGG
 Professional Liability/Errors & Omissions Each Occ
 Railroad
 Water

Step 13:

Enter Start Date, Expiration Date and Coverage Amount.

Step 14:

Click 

Step 15:

Repeat upload process for any additional insurance documents.

Insurance Type: Automobile - Bodily Injury (Each Accident)
 StartDate: 01/01/2012
 ExpireDate: 01/01/2013
 Coverage Amount: \$1,000,000.00