## Liability Insurance for Facility users at Diocese of St. Augustine

The Diocese is unable to provide pricing or premiums for this coverage. The website by clicking on "Get a Quote" will take you through the process and provides pricing prior to purchasing coverage

# Online program ➡ How it Works:

### FIRST SCREEN: DIOCESAN LOCATION:

- 1. The system will take you through the process, purchase coverage and pay for your event by credit card
- 2. Log In to the website http://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx
  - a. Select your Diocese
  - b. Select parish (Type name including (.) and search
  - c. Please choose correct location by address from the Diocesan list and continue →
  - d. Select type of event and continue □
  - e. Complete event information

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## **SELECT TYPE OF EVENT and continue**

- Read list of Eligible operations, select accordingly and continue.
   Sport events are not covered under this program.

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Go	<ul> <li>Type of Meeting(Example: Support Groups.Community Organizations.Alcoholics Anonymous, etc.):</li> </ul>	Meeting
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#### **PREMIUM-RATE**

- 5. Estimate of premium and limits section: please verify information and continue
- 6. You may save quote for later, email, print or go back for changes
- 7. If all is correct and ready to be purchased, then Continue to purchase
- 8. Select "No" for agent or broker

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### **INSURED INFORMATION**

- 9. Complete <u>insured information-</u> This section corresponds to the person or business purchasing the coverage.
- 10. Enter Event Name- verify information- select if event is "Recurring" (held on regular basis).

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### **CERTIFICATE OF INSURANCE**

11. Certificate of insurance request section: Please click "yes" to request any additional certificates of insurance (Diocese's entity, Bishop and Diocese of Pensacola/Tallahassee. At the conclusion of the insurance purchase you will receive the certificates).

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- 12. Warranty and Disclosure Statement. Need to read and accept
- 13. Verify the final summary before payment

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- 14. Select "No" to requester user, Select "No" to broker and complete for temporary password, then click submit.
- 15. Need to name application, you may use the name of the event and date, click save

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- 16. Continue to payment □, select method of payment
- 17. Once coverage is purchased online, the person submitting the event request, as well as (AJG), will receive :
  - 1) Copy of the application
  - 2) Evidence of Coverage
  - 3) Certificate naming the diocese and specific parish as additional Insured.

4) You will also have the ability to purchase coverage for vendors during the same transaction. Vendor Example: Use of a DJ or photographer at a party that does not have insurance coverage.

	FW: Our Lady of the Valley Catholic Church - Bham - Your Insurance purchase
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Thank You For Yo	ur Business.
Your payment has	been processed successfully.
Thank you for allow	ving us to serve your insurance needs. Your payment has been processed successfully.
Below is a detailed	purchase summary. In addition, attached to this email, you will find your coverage documents related to your insurance purchase in PDF (Adobe Reader) format. Please open the attachments to print and save for your records.
Please Note: If at	any time during your coverage period, you need to request additional certificates of insurance for this account, please click here for Customer Service.
We appreciate you	ir business.
Sincerely,	
K&K Insurance G 1712 Magnavox W Fort Wayne, IN 46	ay
Phone: 1-877-64 Email: Diocese8 Office hours: M-F	18-6404 andthinsurance.com , 8:00 AM to 3:00 PM EDT
For your security,	no credit card information is retained on this website.

For Assistance and/or Questions Contact	Sports are not covered (see list of approved /not approved events.Website troubleshooting or question please callAJG Help desk phone number for 	
Vendors Coverage for vendors must be purchased along with an event	<ul> <li>vendor (Professional or not event, they <u>must</u> provide a General Liability, Auto Lial Limits of at least \$1MM (for Higher limits may be need</li> <li>The certificate must name</li> </ul>	