Montana Acquisition & Contracting System (eMACS)

# Adding and Editing Insurance Information

OVERVIEW

Vendors in a Profile 2 registration type have the ability to store their insurance information, including insurance type, limits and provider information within their vendor profile. In addition, insurance certificates can be uploaded, making them available from the eMACS Vendor application. Vendor insurance information is managed through the vendor's profile and is entered by the vendor. Vendors can add or remove insurance information or make changes to existing information.

If you have questions or for more information, contact the eMACS Support Unit, emacs@mt.gov.

ADDING INSURANCE INFORMATION

1. At this website, http://vendorresources.mt.gov/, click on vendorportal.mt.gov and log in to your vendor profile.

2. At your Home page, under Quick Links to Common Tasks, click on **Manage Registration Profile**.
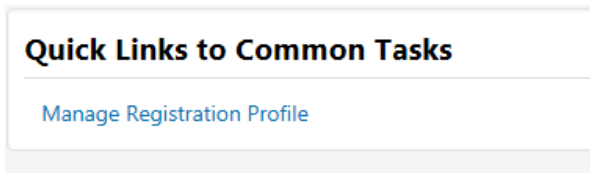
3. On the left-hand side of the screen, click on **Insurance**.
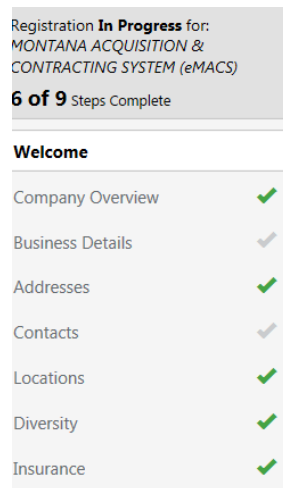
4. Click on **Add Insurance**. Select the applicable type of insurance being entered. The window below will display. Enter all required information. Upload an insurance document by clicking on **Upload** in the section titled Upload Certificate of Insurance. Click **Save Changes**.

EDITING INSURANCE INFORMATION

5. Follow Steps 1 through 3 under Adding Insurance Information.

6. To the right of the insurance to be edited, click on the **Edit** dropdown.

7. Click on **Edit** to make changes to the insurance information or to replace an insurance document. Click on **Delete** to delete the entire insurance entry.