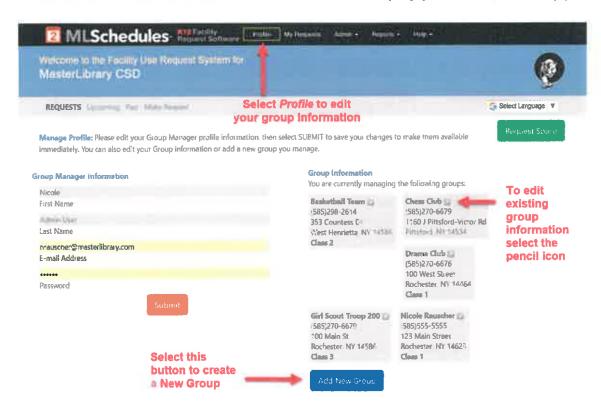
How Do I Upload My Insurance Form?

Modified on: Fri, May 11, 2018 at 11:30 AM

While logged into ML Schedules™ Software:

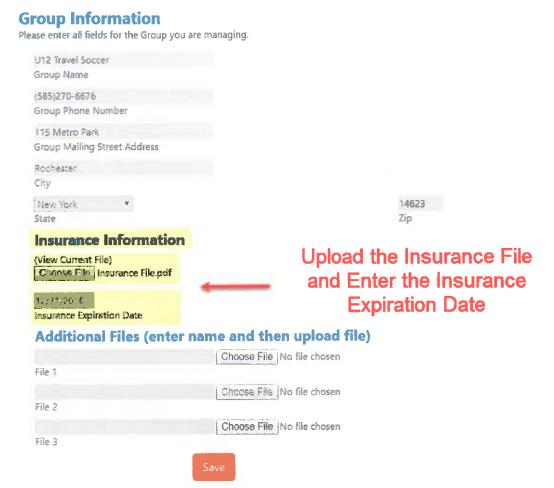
1. Select the Profile command from the toolbar to display your Group Profile(s).



To add insurance information to an existing group:

- 2. Select the *Edit* icon () next to the name of the Group you want to edit. The *Group Profile* screen will be displayed.
- 3. In the *Insurance Information* section of the screen, select the **Choose File** button, navigate to the correct file, and select the **OK** button.

Note: You do not need to remove the existing file, before uploading the new file. By uploading a new file it will simply overwrite the existing file.



Digital insurance certificates in PDF or JPG format and the expiration date can be uploaded and entered from the Group Profile screen.

Your insurance certificate file will be uploaded to your Group Profile.

- Enter the Insurance Expiration Date field. This expiration date will alert you and the district if the insurance file is no longer valid.
- 5. Select the **Save** button to save your changes.

View Respond to a Flagging (Expired) Insurance Certificate

(http://support.mlschedules.com/support/solutions/articles/35000014426-respond-to-a-flagged-expired-insurance-certificate) for more information on expired insurance files.

To add insurance information to a new group:

- 2. Select the Add New Group button to display a new Group Profile screen.
- 3. Complete the necessary information for the new Group.
- 4. Follow steps 3-5, above, to complete the insurance information for the new Group.