

SPECIAL EVENTS

WEBSITE TUTORIAL

SPECIAL EVENTS WEBSITE TUTORIAL

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How to obtain a Login

-) Contact Alliant Insurance Services, Inc. at
 - o sep@alliantinsurance.com
 - o (800) 821-9283
 -) A login will be returned within 48 hours
-

Logging In

-) www.alliantinsurance.com/SpecialEvents
 - o complete your User Name and Password
 - o You should now be able to navigate the site

The screenshot displays the Alliant Insurance Services website interface. At the top, there is a navigation bar with a 'Client Login' button highlighted. Below this, a secondary navigation bar contains 'Special Events', 'My Alliant', 'Coverage Request', and 'Client Login'. The main content area features the Alliant logo and a breadcrumb trail 'Home > Client Login'. The 'Member Login' section is active, showing a form for 'Existing Member Login' with fields for 'User Name' and 'Password', a 'Remember me next time' checkbox, a 'Log In' button, and a 'Forgot Password?' link. To the right, a 'Contact' button is visible, along with contact information for Alliant Insurance Services, Inc., including the phone number (800) 821-9283 and the email address sep@alliantinsurance.com.

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Welcome Page

-) It will be personalized to you specifically
-) The Quarterly Reporting section will always come up first
-) A Snapshot of your events will also appear on this page
-) Navigating your Quarterly Reports is on page 18

Welcome, Sample Client

My Coverage Requests

search criteria [Click Here For Quarterly Reports](#) 12/30/2017 - 1/30/2018

Created	Event & Hazard Type	Event Holder	Premium	Start Date	Status
1/10/2018	Tiffany's Party <i>Parties/Celebrations (With Liquor)</i>	Tiffany Sach Tenant	253.09	1/27/2018	✓

Snapshot

Event Types

Tenant

Weekly Requests

Search Criteria

-) Can search by event name
-) Allows you to search for events within a specific period of time
-) Automatically defaults to the current date and one year prior

Top Navigation Bar

Special Events My Alliant Coverage Request Client Login

My Alliant

My Alliant

Dropdown Menu

-) Underwriting
 - o Special Events Manual
 - o Forms
 - o Other Documents
-) Claims
-) Help

SPECIAL EVENTS WEBSITE TUTORIAL

Underwriting Menu

Home > My Alliant > Underwriting

Underwriting

Special Events Manual

The Special Events Manual details the process of covering your Special Events.
[Special Events Manual 2016](#)

Forms

[Tenant/Instructor Application](#)

[Nominee Application](#)

[Waiver Release](#)

[Credit Card Payment Form](#)

Other Documents

[Summary of Insurance 2016](#)

[Website Tutorial](#)

Claims Menu

bssauser | Logout | Change My Password

Home > My Alliant > Claims

Claims Reporting

[More Help](#)

Claims Reporting

See the [Special Events Manual](#) for more information.

Please report any injuries or incidents which occurred during use of the facilities to

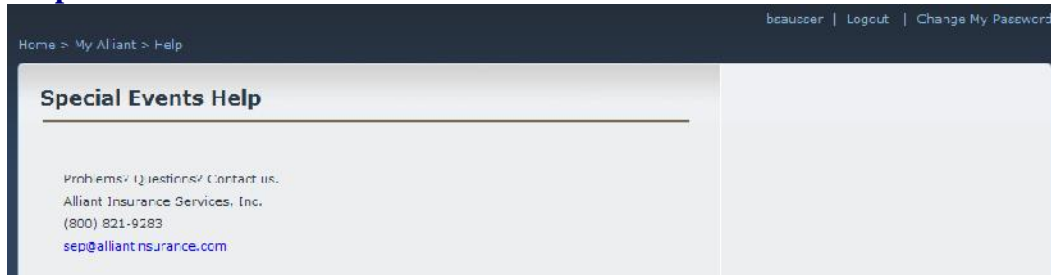
ALLIANT INSURANCE SERVICES, INC.
CLAIMS DEPT.
100 Pine Street, 11th Floor
San Francisco, CA 94111
(877) 725-7695 Phone
(415) 403-1466 Fax

The Claims Department will require all of the above information in order to properly file and process the claim:

- 1) Name of the Event Holder
- 2) Name of the Public Entity
- 3) Date of the occurrence
- 4) Copy of the certificate

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Help Menu



Coverage Request

Coverage Request

Dropdown Menu

-) Tenant Request
-) Instructor Request
-) Nominee Request

The following sections of the application are the same for Tenant, Instructor and Nominee Events:

-) Event Named Insureds & Joint Sponsors
-) Event Information
-) Event Bands (Not applicable to Instructor Events)
-) Event Hazard Schedule
-) Event Premium

The following have individualization:

-) Event Holder (A portion of this section is pre-filled for Nominee Event Holder)
-) Event Dates (Tenant and Nominee Events are the same – Different for Instructor Events)

Quick Tips

-) Please note these tips as they will assist with the completion of each section
-

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Event Holder (applies to all three (3) event types with some pre-fill for Nominee Events)

Home > Coverage Request > Tenant Request

Tenant Application

Event Holder


Event Holder Information

Event Holder's Name*

Holder's Address*

Holder's Phone Number*

Holder's E-Mail Address*

Next Section 

- Event Named Insureds & Joint Sponsors
- Event Information
- Event Bands
- Event Dates
- Event Hazard Schedule
- Event Premium

Quick Tips

Note: An asterisk(*) denotes required fields.

Event Named Insureds & Joint Sponsors (applies to all three (3) event types)

Event Holder

Event Named Insureds & Joint Sponsors

Additional Named Insured's



Joint Sponsors



No Additional Insured's For This Event **No Joint Sponsors For This Event**

Previous Section  Next Section 

SPECIAL EVENTS WEBSITE TUTORIAL

Event Information (applies to all three (3) event types)

Optional Limits will automatically come up with “None” which will provide the Standard Limits \$1,000,000 per occurrence and \$2,000,000 General Aggregate (No need the change unless you require higher limits)

Property Damage will automatically come up with “None” which means no coverage is provided for Property Damage other than Fire Damage which is included in coverage. If you desire coverage you will chose which limit you will require.

Event Information

General Information

Event Title*

Event Location*

Event Age Groups*

Event Description

Optional Limits

None

\$1,000,000 per occurrence & \$3,000,000 general aggregate

\$2,000,000 per occurrence & \$2,000,000 general aggregate

Property Damage

None

\$50,000 for an additional \$50.00

\$100,000 for an additional \$100.00

Event Bands (this will appear for Tenant and Nominee Events)

Event Bands

Event Band Information

Add A Band

List of Bands

No Bands For This Event

[Previous Section](#) [Next Section](#)

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This screen will appear for Instructor Events as bands are not applicable to these event

Event Bands

Event Band Information

Event Bands Are Not Applicable For This Type Of Event

Previous Section Next Section

Event Dates (Tenant and Nominee Events are the same)

-) Please note Quick Tips for assistance in completing some of the areas
-) Instructor Event Dates are different based on their specific rating requirements

Tenant Application

Event Dates

Event Date & Details

Date: Start Time: AM End Time: PM

Attendance: people Liquor Fireworks Carnival Rides

Concessionaires

Add A Concessionaire

name of concessionaire

Choose a type...

Concessionaires

Food Concessionaires

Exhibitors

Add Concessionaire

List of Concessionaires

No Concessionaires For This Event

Click Here To Add Event Date Cancel

Previous Section Next Section

Quick Tips

Note: An asterisk(*) denotes required fields.

Concessionaire: A company, organization, or individual who is permitted to operate a small business, a selling food, newspapers, etc. on your premises as part of a large short term event. These businesses can only be covered in conjunction with a covered event.

Exhibitor: Show or present to others something of interest or value. No selling of items or food (concessionaire). These businesses can only be covered in conjunction with a covered event.

Fireworks: Excluded from all events. Can cover the event if the pyrotechnic firm/individual is covered elsewhere and proof is required.

Carnival Rides: Excluded from all events. Can cover the event if the ride(s) and ride operator(s) firm/individual is covered elsewhere and proof is required.

Liquor: Please read the manual for liquor requirements. This coverage is only offered in conjunction with a covered event.

Event Hazard Schedule

Event Premium

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Note – you must click “[Click Here to Add Event Date](#)” to continue the process

Tenant Sample

Event Dates

Event Date & Details

[+ Click Here To Add A Date](#)

Date	Concessionairs	Has...	
Sat, 10/24/2009 5:00 PM - 12:00 AM	Attendance: 50		-

[Previous Section](#) [Next Section](#)

Instructor Dates (Reoccurring available)

Note – you must click “[Click Here to Add Event Date](#)” to continue the process

Event Dates

Event Date & Details

Date: Start Time: End Time:

Attendance: people

Reoccurring Dates

The event occures every...

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Until

[Previous Section](#) [Next Section](#)

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Instructor Sample

Event Dates		
Event Date & Details		
+ Click Here To Add A Date		
Date	Concessionairs	
Thu, 2/1/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 2/8/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 2/15/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 2/22/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 3/1/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 3/8/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 3/15/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 3/22/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 3/29/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 4/5/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 4/12/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 4/19/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 4/26/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 5/3/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 5/10/2018 9:00 AM - 10:00 AM	Attendance: 10	
Thu, 5/17/2018 9:00 AM - 10:00 AM	Attendance: 10	

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Event Hazard Schedule (applies to all three (3) event types)



-) Different schedules, specific to the event type, will appear when you click on the Show Completed Hazard Schedule this will bring up the complete hazard group listing.
-) When you put in a description of the event in the Event Information suggested events will appear in the Show Suggested Hazard Schedules (Which may not have the type of event you are looking for).

Event Hazard Schedule

Hazard Schedules

Selected Hazard Schedule


 [Show Complete Hazard Schedule](#)  [Show Suggested Hazard Schedules](#)

 [Previous Section](#) [Next Section](#) 

Event Premium (applies to all three (3) event types)

Event Premium

Submit Application

 [Previous Section](#)

SPECIAL EVENTS WEBSITE TUTORIAL

Payment options


Payment

Amount Due

\$81.00


Event Holder Pays Now

The event holder can now pay for their event by credit card the make the process of collecting money for their event even easier. Collect the credit card information and enter the information when adding the event. [Click Here to have Event Holder pay now.](#)



Member Collects Premium From Event Holder

This allows you, the Public Entity Member, to collect payment as you are currently doing and to pay with your quarterly report to Alliant Insurance Services [Click Here if the Member has collected the premium.](#)



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Credit Card Payment Screen

Enter Billing Information

First Name:

Last Name:

Address:

City:

State:

Zip:

Country:

Telephone:

Email Address:

Credit Card Information

Amount Due: **\$83.32**


Visa MasterCard

Card Number:

Expiration Month:

Expiration Year:




Name On Card:

Credit Card Identification Number: 

Charge will show on the cardholders statement as Alliant Insurance/Special.

All transactions on this program are non-refundable as full payment is required prior to the event.

I acknowledge the payment disclaimer



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Receipt

Payment Accepted

Your Receipt

Amount Collected:
Payment Method: **Deferred To Member**
Collected By: **City of Get Awesome**

Certificate

The Certificate is here: [download](#)

If an Event is Approved:

-) Certs are emailed to the:
 - o Event holder (event holder sample email below)
-) The public entity copy is available via the website under the event name

From: SEP Sent: Thu 10/15/2009 10:46 AM
To: Cj Webberley
Cc:
Subject: Birthday Party Celebration at City of Get Awesome on 10/24/2009
Attachments:  SpecialEventCert.pdf (498 KB)

Thank you for placing your Special Event coverage through Alliant Insurance Services, Inc. Attached please find the Certificate of Insurance showing coverage for your purchased event. Best wishes for a successful event.

Alliant Insurance Services, Inc.

Driver Specialty Group
License #0C36861
sep@alliantinsurance.com
1.800.821.9283

If an Event is sent to Underwriting:

-) Alliant will receive an email to review
-) If accepted the event holder will receive the cert via email
-) The public entity will be able to view via the website under the event name
-) If declined the event holder and public entity will receive an email from Alliant

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Underwriting

Underwriting

- Send to Underwriting
- Restart Application

Submit

Underwriting

Underwriting

Thank you for your submission. It will be reviewed by our underwriting team. For any assistance please contact us at sep@alliantinsurance.com

Return Home

SPECIAL EVENTS WEBSITE TUTORIAL

Quarterly Reports

[Click Here for Quarterly Reports](#)

Welcome, Sample Client

My Coverage Requests

  [Click Here For Quarterly Reports](#) - 

	Created	Event & Hazard Type	Event Holder	Premium	Start Date	Status
	1/10/2018	Tiffany's Party <i>Parties/Celebrations (With Liquor)</i>	Tiffany Saich <i>Tenant</i>	253.09	1/27/2018	

-) Clicking on the dropdown box allows you to pick your quarter
-) Click on Download reporting form for the quarter selected

Quarterly Reporting

Q1 2018 ▾

Starting 01/01/2018 to Ending 03/31/2018
[Download reporting form for this quarter](#)

Created	Type	Certificate #	Holder	Dates	Hazard	Total	Paid
01/10/2018	T	636512068989489301	Tiffany Saich	01/27/2018	Parties/Celebrations (With Liquor)	\$253.09	\$0.00

SPECIAL EVENTS WEBSITE TUTORIAL

SPECIAL EVENT REPORTING FORM
 FOR QUARTER: 01/01/2018 to 03/31/2018

Due by April 10, 2018

Individual member **Sample Client**
 Effective on or after **01/01/2018**
 Expiration Date **01/01/2019**

This endorsement forms part of Policy No. **SEP41026**
 Issued to **Special Event Program**

Type	Certificate Number	Certi/Event Holder Name	Dates of Event/Class Including Setup & Takedown	Type Event Type	U/W	Hazard Group	Basic Premium	Additional Optional Premiums Charged Per Day					Total Premium	Paid
								Alcohol	Additional Insured	Food Concessionaires	Non Food Concessionaires	Exhibitors - No Sales		
T	838512068989489301	Tiffany Saich	01/27/2018	Parties/Ce	X	II	\$119.00	X					\$253.09	\$0.00

The total premium for this report period is hereby declared to be \$253.09 . The total additional premium, less payments of \$0.00 is \$253.09 . It is agreed and understood that coverage is not afforded for any event not declared to the company.

Please note that the report will show a credit for all credit card payments and calculate the quarterly premium due by the Public Entity

) The policy number will change every year and will be different if an event is in California or if in any other state

Save it and email to Alliant with payment due

) Public Entity payment will be less any credit card purchases by the Event Holder