SPECIAL EVENTS

WEBSITE TUTORIAL
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to obtain a Login</td>
<td>3</td>
</tr>
<tr>
<td>Logging In</td>
<td>3</td>
</tr>
<tr>
<td>Welcome Page</td>
<td>4</td>
</tr>
<tr>
<td>Top Navigation Bar</td>
<td>4</td>
</tr>
<tr>
<td>My Alliant</td>
<td>4</td>
</tr>
<tr>
<td>Underwriting Menu</td>
<td>5</td>
</tr>
<tr>
<td>Claims Menu</td>
<td>5</td>
</tr>
<tr>
<td>Help</td>
<td>6</td>
</tr>
<tr>
<td>Coverage Request (Tenant, Instructor, Nominee)</td>
<td>6</td>
</tr>
<tr>
<td>Quick Tips</td>
<td>6</td>
</tr>
<tr>
<td>Event Holder</td>
<td>7</td>
</tr>
<tr>
<td>Event Named Insureds &amp; Joint Sponsors</td>
<td>7</td>
</tr>
<tr>
<td>Event Information</td>
<td>8</td>
</tr>
<tr>
<td>Event Hazard Schedule</td>
<td>10</td>
</tr>
<tr>
<td>Event Premium</td>
<td>12</td>
</tr>
<tr>
<td>Payment options</td>
<td>13</td>
</tr>
<tr>
<td>Credit Card Payment Screen</td>
<td>14</td>
</tr>
<tr>
<td>Payment Receipt</td>
<td>15</td>
</tr>
<tr>
<td>Event Bands</td>
<td>8</td>
</tr>
<tr>
<td>Event Dates</td>
<td>9</td>
</tr>
<tr>
<td>Tenant Sample</td>
<td>10</td>
</tr>
<tr>
<td>Instructor Sample</td>
<td>11</td>
</tr>
<tr>
<td>Events Requiring Underwriting:</td>
<td>15</td>
</tr>
<tr>
<td>Snapshot</td>
<td>Error! Bookmark not defined.</td>
</tr>
<tr>
<td>Quarterly Reports</td>
<td>17</td>
</tr>
</tbody>
</table>
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
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

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

My Alliant

Dropdown Menu

- Underwriting
  - Special Events Manual
  - Forms
  - Other Documents
- Claims
- Help
**Underwriting Menu**

Underwriting

Special Events Manual
The Special Events Manual details the process of covering your Special Events.

Forms

- Tenant/Instructor Application
- Nominee Application
- Waiver Release
- Credit Card Payment Form
- Other Documents

Summary of Insurance 2016
Website Tutorial

**Claims Menu**

Claims Reporting

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

ALLIANT INSURANCE SERVICES, INC.
CLAINS DEPT.
100 Rose Street, 15th Floor
San Francisco, CA 94111
(877) 735-7495 Phone
(415) 400-1496 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
Help Menu

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

![Tenant Application screenshot](image)

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

![Event Named Insureds & Joint Sponsors screenshot](image)
**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 Bands** (this will appear for Tenant and Nominee Events)
This screen will appear for Instructor Events as bands are not applicable to these events.

**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
Note – you must click “Click Here to Add Event Date” to continue the process

Tenant Sample

<table>
<thead>
<tr>
<th>Date</th>
<th>Concessionairs</th>
<th>Has...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat. 10/24/2009 5:00 PM - 12:00 AM</td>
<td>Attendance: 50</td>
<td></td>
</tr>
</tbody>
</table>

Instructor Dates (Reoccuring available)

Note – you must click “Click Here to Add Event Date” to continue the process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Date &amp; Details</th>
<th>Start Time:</th>
<th>End Time:</th>
<th>Attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/18</td>
<td></td>
<td>9 AM</td>
<td>10 AM</td>
<td>10 people</td>
</tr>
</tbody>
</table>

Reoccuring Dates

The event occurs every...

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Until 6/30/2108

Click Here To Add Event Date  Cancel
## Event Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Concessionairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, 2/1/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 2/8/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 2/15/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 2/22/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 3/1/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 3/8/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 3/15/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 3/22/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 3/29/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 4/5/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 4/12/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 4/19/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 4/26/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 5/3/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 5/10/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Thu, 5/17/2018</td>
<td>Attendance: 10</td>
</tr>
<tr>
<td>9:00 AM - 10:00 AM</td>
<td></td>
</tr>
</tbody>
</table>
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 Premium (applies to all three (3) event types)
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.]
Credit Card Payment Screen

Enter Billing Information
- First Name: Cj
- Last Name: Birthday
- Address: 1301 Dove Street
- City: Newport Beach
- State: CA
- Zip: 92660
- Country: US
- Telephone: 949-660-5901
- Email Address: cwebberiey@alliantinsurance.com

Credit Card Information
- Amount Due: $83.32
- Card Type: Visa
- Card Number: [redacted]
- Expiration Month: [redacted]
- Expiration Year: [redacted]
- Name On Card: [redacted]
- Credit Card Identification Number: [redacted]

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

Make Payment  Cancel Payment
If an Event is Approved:
- Certs are emailed to the:
  - Event holder (event holder sample email below)
- The public entity copy is available via the website under the event name

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
Underwriting

- Send to Underwriting
- Restart Application

Submit

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
Quarterly Reports

Click Here for Quarterly Reports

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