

1. Go to www.assurechildcare.hayscompanies.com

Insured Name	Application Date	Effective Date	Application Type	Member #
Assyst Test508	06/20/2024	06/21/2024	New	89777245

2. The blue box on the left-hand side of the page that says Member login. Fill in your username and password. Your username is your membership number, and password is found in your certificate email if you have not yet set up your account.

additional insured to. You can see the dates where the arrow below is pointing to. Click the policy with the most recent effective date and then the details button

3. On the policy listing page, make sure you click the most recent policy to add the

4. Once logged in you will see an edit account tab, click the Additional Insured option.

Additional Insured Listing

Please use the screen below to add or update any named Additional Insured party to your insurance policy.

To add an Additional Insured party to your policy, please click the "ADD" button below, complete the fields provided, then complete the signature field and click Submit. To change an existing Additional Insured party already listed, simply edit the information presented below, then complete the signature field and click Submit. To remove a name completely, simply erase the name from the fields and leave them empty when submitting.

No Data Found

6. Once you click the ADD button in the last step, the page will look like this. Fill out the information and once all information is completed hit submit.

5. Once you click the Additional Insured option, a screen will appear that looks like the one below. Click the ADD button.

