FACILITY USER PROGRAM ONBOARDING

REQUIRED STEPS FOR LAUNCH – FACILITY USER INSURANCE PROGRAM

Step 1:

The Client must provide their legal name and legal address. (This is required in order to issue the policy documents)

Step 2:

The Client must provide a list of their booking locations. We require each location's name and full street address. (We do not require a list of each room or space. The facility name as a whole is listed on all Certificates of Insurance)

Step 3:

The Client should be utilizing a booking or contract number system for their rentals. If they are, we recommend this format is provided to IRC. (This allows IRC to issue policies, sort information and communicate with the Client utilizing this format rather than Users names)

Step 4:

The Client must provide an email address for their copy of the certificates to be sent to. (We recommend this to be a new dedicated email address, which a number of people at the Client's establishment can access and not an individual's email)

Step 5:

The Client must provide a public space for the link to the IRC portal to be displayed. (This can be in their rental documents or on their website)

Step 6:

Before finalizing the launch of the portal, the Client should review the online portal in demo mode. (To ensure they are happy with the outcome and catch any errors before the system is available publicly to their renters)

Step 7:

Launch and feedback, IRC enjoys, and only can improve, with feedback. We ask, if you can, to send us feedback with your account team or at feedback@instantriskcoverage.com at the following: 1 month, 3 months, 6 months and 12 months.