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HOW TO USE THE IRC PORTAL

LINK TO PORTAL

STEP BY STEP DIRECTIONS

1. SIGN UP - Click on “Sign Up”. Complete the fields with first name, last name, contact information and create a password.

2. LOGIN - The system will then ask you to log back on using the Email and Password you created. After logging in, you will see two questions relating to the Use of Application Agreement. These are to confirm that you will provide accurate information about the event, and that you read and agreed to the Privacy Policy. After answering, click “Confirm”.

3. APPLICANT - On the next page, complete the information regarding the applicant. Add your or the company’s name and address. This will allow the policy documents to be issued from the system. Once the information is complete, click “Next”.

4. EVENT - You will now enter the details of your event. Follow the questions on this page that will prompt you through the process of identifying the type of event and the coverage required. Once you finalized the details about the facility and the type of activity, click “Next”.

5. DATES - Here you will enter the times and dates of your event. Don’t include set up and tear down times. You can add one or several dates. Once done, click “Next”.

6. REVIEW – you will be provided with a review of the details you entered. At this time, you can go back and correct anything that is not reflected correctly on what type of coverage, or limit of coverage you are purchasing, as well as the applicants’ details. You will also have to answer a few more questions regarding yourself/the company and the event. Click “Quote”.

7. QUOTE – you will be presented with a quotation for the insurance coverage you wish to purchase. Should you wish to proceed, click “Purchase”.

8. PURCHASE – The system will ask a few additional questions to assure you understand the coverage and exclusions in the policy. Once you confirm, click “Checkout”. You will be directed to the payment page to enter your credit or debit card information.

9. POLICY DOCUMENTS – once the payment is completed. The system will automatically provide you a PDF of the document as well as send a copy to your registered email.

10. REVIEW OF PRIOR PURCHASES – should you not purchase immediately or wish to download past purchase. Click on “My Account” then “Application History” and all your prior applications will be there, and you’ll be able to continue from where you stopped.

11. If you have any questions during this process, reach out to our support team at support@instantriskcoverage.com