

Uploading Insurance Documents: A guide for Suppliers

Purpose of this Guide

Who is this for?

Any suppliers to ensure they know how to upload their insurance documents. This guide walks you the supplier through documenting required Multnomah County Insurance and contract specific documents into their supplier profile in the supplier portal.

When to Use:

When a supplier needs to update their insurance documents.

When a supplier has been awarded a contract they will need to provide required insurance (General Liability and Workers Comp) and contract specific insurance in exhibit 2.

Preconditions/ lead in processes:

A supplier needs to be registered in the tool first.

A supplier needs to be awarded a contract.

Key Terminology

Supplier Portal: A module within Multco Marketplace for the Supplier to register and participate in business opportunities with the County.

Supplier Profile: Suppliers maintain their business information in the supplier portal in their supplier profile.

Know these conditions before *the Steps*:

Our organization requires suppliers to maintain appropriate insurance coverage for the entire contract period. Listing your insurance policies helps us determine if you have the appropriate levels of coverage for our future products and services needs. Please upload your certificate of insurance under the "Commercial General Liability" coverage section. If your certificate of insurance shows proof of multiple coverages (General Liability, Auto Liability, Worker's Compensation) all on one document, it is not necessary for you to upload a copy of this document multiple times.

If you have proof of additional insurance that is separate from your main certificate of insurance, please upload these additional documents in the sections that correspond with the coverage required (Worker's Compensation certificate in the Worker's Compensation section, Professional Liability under the Professional Liability section, etc).

Please use "other" to document any other type of insurance including:

- Additional Insured Endorsement for General Liability (Blanket additional insured language accepted)
- Scheduled additional insured endorsement for an outside party (parties) for the general liability policy (Scheduled additional insured endorsement)
- Scheduled additional automobile insured endorsement for an outside party (parties) for your general automobile liability policy (Scheduled additional automobile insured endorsement)
- Any type of coverage required for the contract with the County that is not represented in the list of available coverages.
- Proof of Sexual Abuse/Molestation Liability Coverage can be uploaded as “Other” or in the insurance custom fields where a specific upload link is provided for you.

Steps

1. Login into the [Multico Marketplace Supplier Portal](#).
2. Select to expand the “Insurance” section, then select the “Add Insurance”. The Insurance screen displays. Any existing insurance policies will display in the middle of the screen.
3. To review or edit existing insurance policies, click edit on the right of the policy you want to update. The information will display in the middle of the screen.
4. To add a new insurance policy, click the “Add Insurance” button.
5. Review, make edits and/or enter new information as appropriate.
 - **Insurance Type** (required): This field indicates the type of insurance (automobile liability, worker's compensation, etc.) Select the type of insurance from the available options in the drop-down menu.

Note: Once the insurance information has been saved, you will not be able to edit this field.
 - **Policy Number:** The policy number for the specified insurance. To edit the existing policy number, simply type over the text.
 - **Insurance Limit** (required): Select the appropriate insurance limit range from the available options in the drop-down menu.
 - Please use the “Each Occurrence” Limit for most types of insurance.
 - For Auto Liability please use the “Combined Single Limit.
 - For Worker’s Compensation please use the “E.L. (Employer’s Liability) Each Accident” limit.

Note: If you save the insurance information without making a selection, the default limit that displays will be assigned.
 - **Expiration Date:** The date that the policy expires. Click on the calendar icon and select the date.
 - **Insurance Provider:** The company name of the insurance provider. To edit existing information, simply type over the text.
 - **Agent:** The name of the insurance agent. To edit existing information, simply type over the text.
 - **Insurance Provider Phone:** The phone number of the insurance provider. To edit the existing information, simply type over the text.
 - **Upload Insurance Certificate:** Insurance certificates can be attached to the insurance information. To attach a certificate, click the “Select file” button and click on the file to be attached. You can also drag and drop the file into the gray area next to [Select file](#). You may choose to give the document a different name than the actual file name by simply editing the value once it has been associated. This does not

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change the underlying document name itself. You can remove the attachment by selecting the “X” button, or by replacing it with another file.

6. After the edits have been made, click the “Save” button. To remove an insurance policy, click the “Delete” button.

Insurance Custom Fields

The first field may be completed by you the supplier to upload your Sex Abuse/Molestation Liability Insurance or you may upload it in the “Other” field or with your Commerical General Liability.

The other Custom Fields are for Risk Management to complete.