

INSTRUCTIONS ON HOW TO USE THE USDA ENROLLMENT SYSTEM

Things you will need before starting Enrollment.

1. 2021 club roster
2. Name and physical address of all dance locations and additional insured information for each location.

Here is the link to the new USDA insurance enrollment system. Save it to your favorites for future use.

<http://usda.rpsbollinger.com/>

Click on **Start Renewal**. (even if you are just reviewing something). Then Click on **2021**, to begin enrollment.

Tell Us About You. Enter your Club contact information. The Email is where you want your roster and certificate(s) sent. You will be asked to do this each time you access the system. You will be asked to verify you are not a Robot before you can view/edit/enter a new club member or dance location.

NEXT: Select Your Club. Type in the name of the club you are looking for. This is a national system, so multiple clubs of the same name may pop up. Click on the one with **your USDA #**. **Your number does not change, so if you do not remember it from last year, please contact me to get it.**

NEXT: Verify Your Club Mailing Address. Correct if needed.

NEXT: This Is Your Club Current Roster. During initial enrollment, you may add or delete members or you can make any changes or corrections necessary. To delete a member click on the trash can to right of the dancers name. . **You cannot edit names; delete and re-enter if not correct.** If adding additional enrollments click + to add member(s). You must list **ALL** club members. If they have USDA insurance through another club, you must place an * after their last name and type in the club they are insured through (**Last Name *Club name**). This means that person has USDA insurance through another club. You should not delete names any other time except upon initial enrollment each year. Leave names on after that, even if they drop out or die.

DO NOT enter lesson rosters on the portal. A Club Class roster must be sent to the Insurance Chairman before they are covered (at no cost). The Class Roster form is available on the Missouri website under Insurance.

NEXT: This Page Is A List Of Facilities Where You Are Dancing. Add or delete as needed. Only delete facilities you will not be using in 2021. A facility only needs to be listed once, no matter how many times you dance there. You will be sent a Certificate of Insurance to the email you entered for each location. Certificates will not be emailed before money is received.

NEXT: This Page Is For Adding Additional Insured To Your Certificate Of Insurance. This means the owner of the facility has requested or requires that they be listed on the insurance certificate. Make sure you always check the endorsement required Box. This is not always the same as the address of your dance location. Make sure it is correct.

NEXT: You will be asked to review your club information. **If correct, Click Confirm.** If no changes were made, **DO NOT** click confirm.

After confirmation you will see a giant “teal” checkmark. Click **FINISH** in order to save changes.

NOW: Check your email; your new roster should be there. **Print it.** (If this is an additional enrollment, like adding new members after lessons, highlight or mark who the funds are for on the copy you are mailing to me.)

Make check, payable to Missouri Insurance, for \$4.85 per dancer you are insuring. If you are paying for 10 or less members, your check should be made out for the minimum of \$50.00.

Mail copy of roster and check to: Missouri Insurance Chairman, 1316 Middlebrook Dr., Liberty, MO 64068

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