## Submitting Insurance Documents Through TOPS

- All licensed business are required to maintain valid proof of insurance on file with the department at all times.
- The Private Security Program accepts <u>Certificate of Liability Insurance form PSP-05</u> as proof of insurance.
- The insurance policy must contain minimum limits of \$100,000 per occurrence for bodily injury and property damage, and \$50,000 per occurrence for personal injury with a minimum total aggregate amount of \$200,000 for all occurrences.
- Please ensure information on the certificate matches exactly what is shown in TOPS.
- A \$150 Insurance Reinstatement Fee is assessed if valid proof of insurance is not received within 10 business days of insurance expiration.
- Business Stakeholders (owners/ partners/corporate officers/shareholders/manager) <u>Sign-In</u> with their personal email address (not the business email address) to submit proof of insurance. If you have never logged in before or have forgotten your password, click on "<u>Can't Login</u>" and follow the steps to gain access to your TOPS profile.
- 2. Once logged in, go to My Businesses tab and click on the blue Actions button.
- 3. Select the Upload Insurance Document option. The Upload Documents pop up will appear.

My Profile	My Applications	My Registrations	My Business Applications	My Businesses
	_			
<b>Type:</b> Private Bus Authority	siness Letter of Li	icense #: P	Status: InsuranceExpireSuspension(28 day)	s; 10/31/2018 s)
Actions -			ex. John Smith 7870	1 C12: Employee Search
View Details				
View Certificate				
Download Employee	Report			
Upload Insurance Do	cument	APPLICANTS Get Started	INFORMATI Records/Statu	ON is Search

- 4. Click Browse and look for the insurance document that is saved on your computer.
- 5. Once selected you can click the blue Upload button.

Upload Documents	×
Select a File required  Browse business-license-certificate.pdf  wax hie size is SMB. The following file extensions are allowed pdf, jpg, jpeg, png, gif.  Classification : Insurance	A successful upload will display the name of your certificate here.
Sub Classification : Certificate of Liability Insurance	
Close	ad

6. When the document is successfully uploaded you will see the status "Pending DPS Review".

Type: Private Business Letter of Authority	License #: P	Status: Insurance Suspension	Expires: 10/31/2018 (28 days)
Certificate of Liability Insurance: Pendir	ng DPS Review		
Actions +		ex. John S	Smith 78701 C12: Employee Search

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7. To check the status of the insurance document as well as the insurance expiration date, go to My Business tab, click on the blue Actions button, and select View Details.

			Logg	ed in as
My Profile	My Applications	My Registrations	My Business Applica	tions My Business
Type: Contracting Corr	npany Li	cense #:	Status: Expired	Expires: 09/30/2018 (8 days ago)
Actions -			ex. John Sm	Ih 78701 C12: Employee Sear
View Details View Certificate	_			
Download Employee Report Add Branch Upload Insurance Document		APPLICANTS Get Started Laws and Regulations	INFC Reco FAOs	RMATION ds/Status Search
Contact Us		Training/Testing Fingerprint Services		

8. Scroll down to Insurance Policy Information (Insurance documents can be uploaded through the green Upload Insurance Document button in this section as well).

Insurance Policy Information	pn		
Status	Policy Number	Effective Date	Insurance Expiration Date
ACTIVE		10/04/2017	10/04/2018
Exclusions/Endorsements	Policy Coverage		
Armed Coverage	Bodily Injury & Property		
	Damage: \$100,000.00		
	Aggregate: \$200.000.00		
Certificate of Liability Insurance	e		
Status: Approved		_	
			opioad insurance Document

9. If your insurance document is denied, you will receive an email notification as shown below.

Subject	Insurance Document Rejected
Busines	s Name:
Busines	s License Status: INSURANCE_SUSPENSION
Date Re	ceived: 02/20/2019
Insuran	ce Document Status: DENIED
Your in:	urance document has been rejected for the following reason(s):
Exampl	e: Incomplete – Insured Information
Pleases	ubmit TXPDS/Private Security Certificate of Liability Insurance (PSP-05) to correct the issue above.
Compar	y business stakeholder submitting PSP-05:
1. Dow	nload the required TXPDS/Private Security Certificate of Liability Insurance (PSP-05)
docu	ment from http://www.dps.texas.gov/internetforms/Forms/PSP-05.pdf
2. Nam	e and address MUST match information on file TXDPS/TOPS
3. Uplo	ad ONLY the PSP-05 using TOPS:
• Sele	ect. https://stagetops.portal.texas.gov/psp-self-service/login/auth
· Log	in to your profile
• Sele	ectthe "My Businesses"
• Seli	ect "Actions"
+ Und	er the drop down menu choose "Upload Insurance Document"
• Mo	nitor your email for status updates