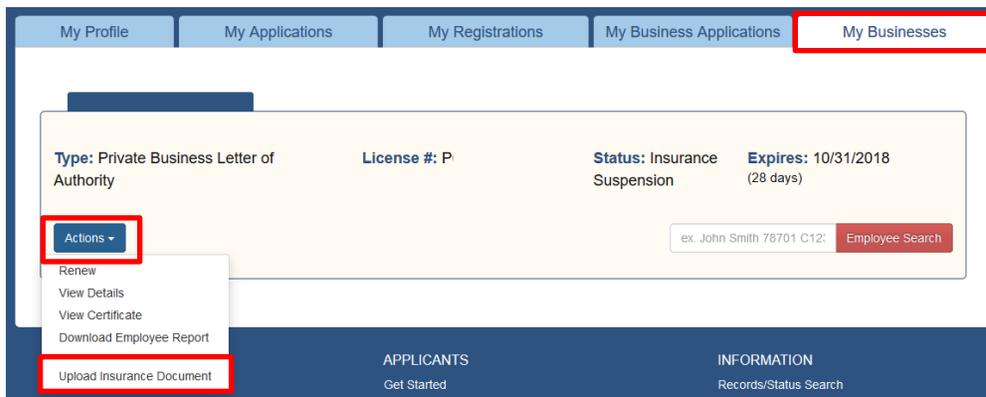


Submitting Insurance Documents Through TOPS

- All licensed business are required to maintain valid proof of insurance on file with the department at all times.
 - The Private Security Program accepts [Certificate of Liability Insurance form PSP-05](#) 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.
1. Business Stakeholders (owners/ partners/corporate officers/shareholders/manager) [Sign-In](#) 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 "[Can't Login](#)" 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.



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

Max file size is 3MB. The following file extensions are allowed: .pdf, .jpg, .jpeg, .png, .gif.

Classification : Insurance

Sub Classification : Certificate of Liability Insurance

Close Upload

A successful upload will display the name of your certificate here.

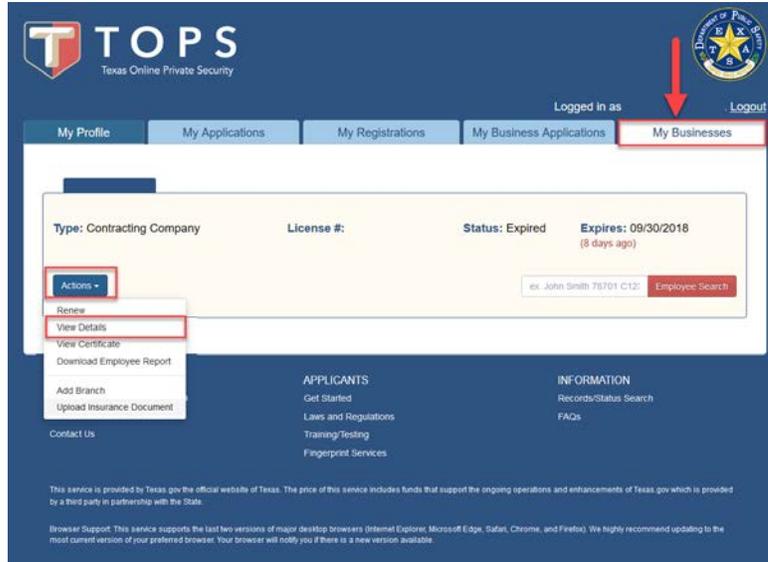
6. When the document is successfully uploaded you will see the status “Pending DPS Review”.

Type: Private Business Letter of Authority License #: P Status: Insurance Suspension Expires: 10/31/2018 (28 days)

Certificate of Liability Insurance: Pending DPS Review

Actions ▾ ex. John Smith 78701 C12: Employee Search

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.



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



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

