

Electronic Bond and Insurance Policy System.

This system was designed to help expedite processing of insurance policies. During this overview of the system we will be entering a new insurer, renewing an existing policy, canceling a policy and reinstating a policy. New Insurance records and updates are done using “Manage Insurance” at the individual contractor license level.

To begin, please log into SecureAccess Washington (SAW). Go to <https://secureaccess.wa.gov/> and enter your User ID and password.



The screenshot shows the login interface for SecureAccess Washington. At the top left is the logo with 'SAW' in a blue box and 'SecureAccess WASHINGTON®' to its right. The main heading is 'Login to your SecureAccess Washington Account'. Below this are two input fields: 'User ID:' with the value 'petx235' and 'Password:' with ten black dots. A 'login' button is positioned below the password field. Further down, there is a link 'Do not have an account? [Create one](#)' in red. Below that are four blue links: 'Forgot your User ID?', 'Forgot your password?', 'Haven't received activation email?', and 'Activate your account'. At the bottom left are links for 'Privacy Notice' and 'Help'. At the bottom center is the copyright notice: 'Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved'.

Click on the 'Electronic Bond and Insurance Policy System' link.

The screenshot shows the SecureAccess WASHINGTON portal. At the top, there is a navigation bar with links for 'My Secure Services', 'Account Management', 'Help', 'About SecureAccess', and 'Logout'. Below this, a user greeting reads 'Hello ThomasFaraway'. A 'My Services' section contains an 'Add a New Service' button and a table of services. The table has columns for 'Service', 'Agency', 'Description', 'User Status', and 'Action'. One service is listed: 'Electronic Bond and Insurance Policy System Int' under the 'Labor & Industries' agency, with a description: 'Online application allowing Insurance Agents the ability to add/renew/cancel/reinstate insurance policies for contractors.' The user status is 'Active' and there is a 'Remove' link in the action column. An arrow points to the service link.

Service	Agency	Description	User Status	Action
Electronic Bond and Insurance Policy System Int	Labor & Industries	Online application allowing Insurance Agents the ability to add/renew/cancel/reinstate insurance policies for contractors.	Active	Remove

You are now ready to add a new insurer to a contractor license.

Manage Insurance Policies

The screenshot shows the Washington State Department of Labor & Industries website. The header includes the department logo and name, and a user greeting: 'Electronic Bond and Insurance Policy System Welcome, Kellie Carlson' with a 'LOG OFF' button. A navigation menu contains links for 'Safety', 'Claims & Insurance', 'Workplace Rights', and 'Trades & Licensing'. The main content area is titled 'Insurance Management' and features a 'Select Option' dropdown menu. Two options are visible: 'Manage Insurance Policies' and 'Manage Insurance Agents'. An arrow points to the 'Manage Insurance Policies' option.

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Search by either a license #, Name, Policy Number or UBI. The results will be displayed for selection.



Insurance Search

Use this form to look up insurance information on a construction, electrical telecommunications, pump & irrigation, or well-driller contractor.

Insurance Search

Choose **one** item below to begin your search:

License Number (i)

License:

Name (all or part)

Policy Number

UBI (at least first 5 digits)

SEARCH

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[Get more search options](#)

Washington State Department of Labor & Industries
Electronic Bond and Insurance Policy System | Profile LOG OFF

[Safety](#) | [Claims & Insurance](#) | [Workplace Rights](#) | [Trades & Licensing](#)

Insurance Search

Your search for "UBI Number": '602698866' , found 1 record(s).

Page 1 of 1 [Start a New Search](#)

License	Full Name	City	Lic. Type	UBI	License Status	Policy Number(s)	
NKCONC*931C6	NK CONSTRUCTION	AUBURN	CC	602698866	EXPIRED	CM5051779, SCP0746265, SCP0799789	SELECT

Page 1 of 1 [Start a New Search](#)

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Official State Government Web Site

After selection of the record the Contractor Information will be displayed as well as the last three policies. At this point you can choose to Add a New Insurer or Update an existing one. You can also choose to Update and then add a New Insurer.

Washington State Department of Labor & Industries | Electronic Bond and Insurance Policy System | Profile | LOG OFF

Safety | Claims & Insurance | Workplace Rights | Trades & Licensing

Contractor Insurance Details

This page displays details about the contractor and the three most recent insurance policies. From here you may add a new insurance policy or click the Update button to cancel, renew, or reinstate an existing insurance policy.

Contractor Information			
Name:	NK CONSTRUCTION	License:	NKCONC*931C6
UBI:	602-698-866	License Status:	EXPIRED
License Type:	Construction Contractor (CC)	Expiration Date:	3/30/2011

Policy Details						
Start a New Search						
Firm Name	Policy Number	Eff. Date	Exp. Date	Cancel Date	Amount	
WESTERN HERITAGE INS CO	SCP07997894	4/6/2010	4/6/2011		\$1,000,000.00	UPDATE
WESTERN HERITAGE INS CO	SCP07462653	3/27/2009	3/27/2010		\$1,000,000.00	UPDATE
COUNTRY CASUALTY INSURANCE CO	CM5051779	2/20/2007	2/20/2009		\$1,000,000.00	UPDATE

BACK | ADD NEW INSURER

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Add New Insurer

Use this function when the insurance policy on file has past its expiration date, or there are any changes to the new policy. An example would be the policy number has changed. To add a new insurer, select the company name from the drop down list; enter the policy number, effective and expiration date and the policy amount. The address fields are not required fields, but if you choose to enter the address, and then enter address line 1 and then the zip code, the system will auto fill the city and state.



Click on the Company name field and select a letter and the drop down will automatically go to that letter then use the arrow key.

Add New Insurance

To add a new insurance policy to a contractor:

- 1. Select the Company Name from the drop-down list.
- 2. Enter the Policy Number, Effective Date, Expiration Date, and the Policy Amount.
- 3. Click the Save button to add the new insurance policy to the contractor record selected

Contractor Information

Contractor Information			
Name:	NK CONSTRUCTION	License:	NKCONC*931C6
UBI:	602-698-866	License Status:	EXPIRED
License Type:	Construction Contractor (CC)	Expiration Date:	3/30/2011

Add Policy

Company Name:	S I A INS CO		
Address Line 1:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
City:	<input type="text"/>	County:	<input type="text"/>
State:	<input type="text"/>		
ZIP Code:	<input type="text"/>	Country:	UNITED STATES
Phone:	<input type="text"/>		
Policy Number:	12362		
Effective Date:	05/11/2011	Expiration Date:	05/11/2012
Policy Amount:	2000000 Or < Select >		

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SAVE

The policy has been added to the record in the L&I Contractor Registration system.



Electronic Bond and Insurance Policy System | Profile LOG OFF

Safety
Claims & Insurance
Workplace Rights
Trades & Licensing

Contractor Insurance Details

This page displays details about the contractor and the three most recent insurance policies. From here you may add a new insurance policy or click the Update button to cancel, renew, or reinstate an existing insurance policy.

Contractor Information						
Name:	NK CONSTRUCTION	License:	NKCONC*931C6			
UBI:	602-698-866	License Status:	EXPIRED			
License Type:	Construction Contractor (CC)	Expiration Date:	3/30/2011			

Insurance Policy updated

Policy Details						
Start a New Search						
Firm Name	Policy Number	Eff. Date	Exp. Date	Cancel Date	Amount	
S I A INS CO	12362	5/11/2011	5/11/2012		\$2,000,000.00	UPDATE
WESTERN HERITAGE INS CO	SCP0799789	4/6/2010	4/6/2011		\$1,000,000.00	UPDATE
WESTERN HERITAGE INS CO	SCP0746265	3/27/2009	3/27/2010		\$1,000,000.00	UPDATE

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ADD NEW INSURER

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Updated 8/8/2012

Update a Policy

When you select Update you will be presented with some options: Cancel or Reinstatement Policy, Renew Policy or Add New Insurer.

Washington State Department of Labor & Industries

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Safety Claims & Insurance Workplace Rights Trades & Licensing

Update Policy

To cancel, renew, or reinstate an existing insurance policy on the contractor record, please select the action you wish to take.

Contractor Information			
Name:	NK CONSTRUCTION	License:	NKCONC*931C6
UBI:	602-698-866	License Status:	EXPIRED
License Type:	Construction Contractor (CC)	Expiration Date:	3/30/2011

Policy Summary			
Start a New Search			
Company Name:	S I A INS CO		
Policy:	12362	Effective Date:	5/11/2011
Policy Amount:	\$2,000,000.00	Expiration Date:	5/11/2012
Action Date:	5/11/2011	Cancel Date:	

What action would you like to take on this policy?

- Cancel Policy
- Renew Policy

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Cancel Policy

Enter the Cancellation date of the policy. The date cannot be less than the current date.

Cancel Insurance

To cancel the insurance policy for this contractor, enter the cancel date and click the Cancel Policy button. This action will contractor record to show the insurance has been canceled as of the date entered.

Contractor Information			
Name:	NK CONSTRUCTION	License:	NKCONC*931C6
UBI:	602-698-866	License Status:	EXPIRED
License Type:	Construction Contractor (CC)	Expiration Date:	3/30/2011

Policy			
Company Name:	S I A INS CO		
Address Line 1:			
Address Line 2:			
City:		County:	
State:			
ZIP Code:		Country:	
Phone:			
Policy:	12362	Policy Amount:	\$2,000,000.00
Effective Date:	5/11/2011	Cancel Date :	05/13/2011
Expiration Date:	5/11/2012	:	

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Did you know you could use the calendar function to the right of the field or you can type in the date?

Reinstate Policy

If a policy has been cancelled then the Reinstate Policy is available for selection.

Updated 8/8/2012

Update Policy

To cancel, renew, or reinstate an existing insurance policy on the contractor record, please select the action you wish to take.

Contractor Information			
Name:	NK CONSTRUCTION	License:	NKCONC*931C6
UBI:	602-698-866	License Status:	EXPIRED
License Type:	Construction Contractor (CC)	Expiration Date:	3/30/2011

Insurance Policy updated

Policy Summary			
Start a New Search			
Company Name:	S I A INS CO	Effective Date:	5/11/2011
Policy:	12362	Expiration Date:	5/11/2012
Policy Amount:	\$2,000,000.00	Cancel Date:	5/13/2011
Action Date:	5/11/2011		

What action would you like to take on this policy?

[Reinstate Policy](#)

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Enter the policy reinstatement date and press Reinstate Policy

Reinstate Insurance

To reinstate a cancelled insurance policy for this contractor, enter the reinstate date and click the Reinstate Policy button. Please note: If the contractor's license status is not Active, the contractor must contact the department.

Contractor Information			
Name:	NK CONSTRUCTION	License:	NKCONC*931C6
UBI:	602-698-866	License Status:	EXPIRED
License Type:	Construction Contractor (CC)	Expiration Date:	3/30/2011

Policy			
Company Name:	S I A INS CO		
Address Line 1:			
Address Line 2:			
City:		County:	
State:			
ZIP Code:		Country:	
Phone:			
Policy:	12362	Policy Amount:	\$2,000,000.00
Effective Date:	5/11/2011	Cancel Date :	5/11/2011
Expiration Date:	5/11/2012	Reinstate Date :	<input type="text"/>

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Renew Policy

To renew a policy, enter the new expiration date and press Renew Policy.

Renew Insurance

To renew the current insurance policy for this contractor, enter the new expiration date and click the Renew Policy button. This action will automatically change the expiration date of the policy on file with the department.

Contractor Information			
Name:	NK CONSTRUCTION	License:	NKCONC*931C6
UBI:	602-698-866	License Status:	EXPIRED
License Type:	Construction Contractor (CC)	Expiration Date:	3/30/2011

Policy			
Company Name:	S I A INS CO		
Address Line 1:			
Address Line 2:			
City:		County:	
State:			
ZIP Code:		Country:	
Phone:			
Policy:	12362	Policy Amount:	\$2,000,000.00
Effective Date:	5/11/2011	Cancel Date :	
Expiration Date:	5/11/2012		

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