State of Connecticut

Department of Administrative Services Procurement

Inputting and Uploading Insurance Information

INPUT INSURANCE INFORMATION

Step 1:

Log in to the DAS Business Network (BizNet) at this link, or navigate to:

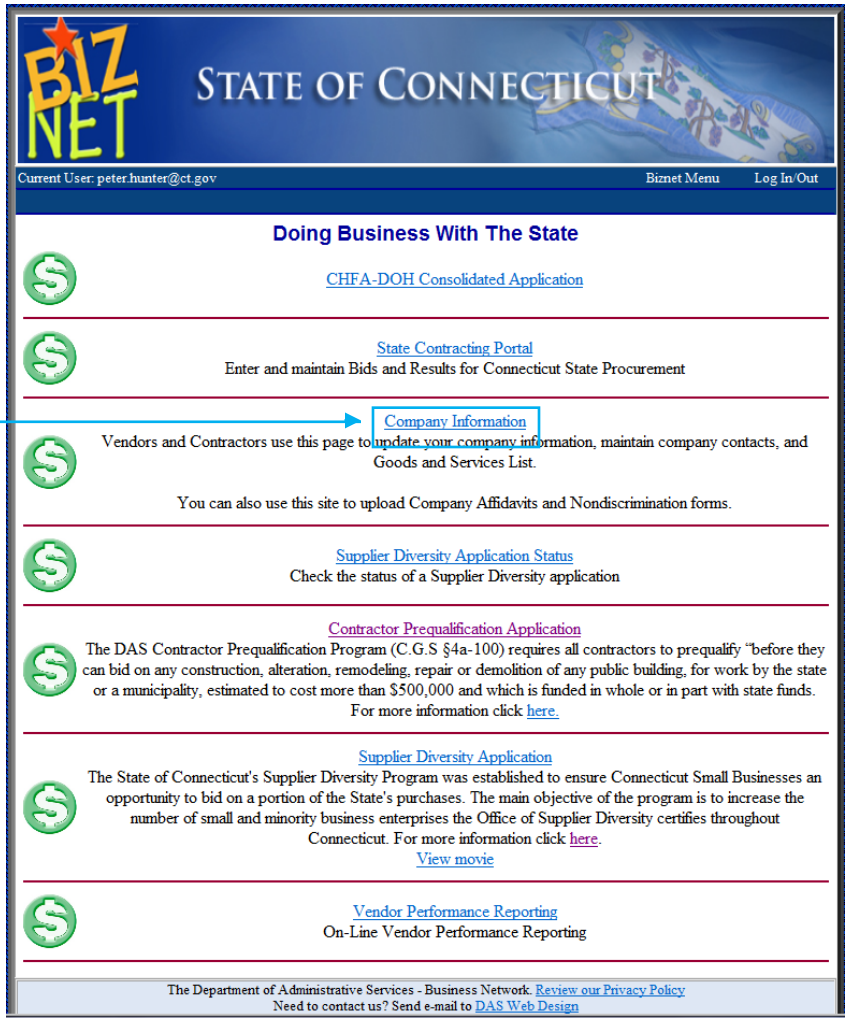
https://www.biznet.ct.gov/AccountMaint/Login.aspx

Step 2:

Click the link for **Doing Business With The State.**

Step 3:

Click Company information



INPUT INSURANCE INFORMATION

Step 4:

Click the icon next to your company name.

INPUT INSURANCE INFORMATION

Step 5:

Click **Upload Documents**

Step 6:

Click

Upload Insurance Declaration

INPUT INSURANCE INFORMATION

Step 7:

Scan Insurance Documents to your computer.

Step 8:

Click Browse... to **locate** the first insurance document you would like to upload.

Step 9:

Click Upload to **Upload** your selected insurance document.

Step 10:

A message is displayed confirming successful upload.

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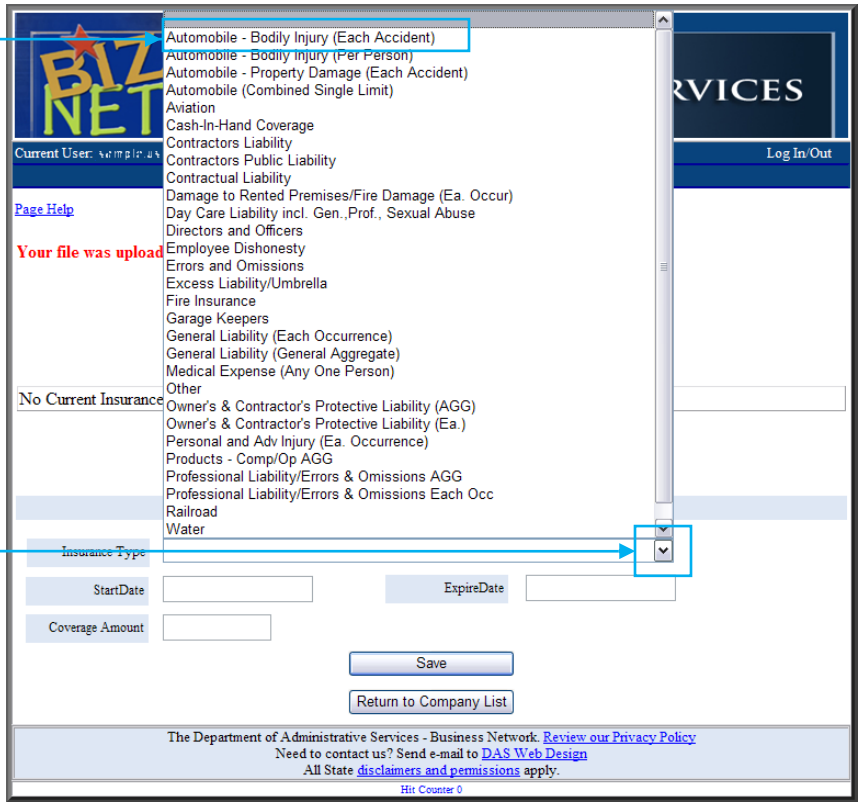
Step 11:

Select the dropdown for Insurance Document type.

Step 12:

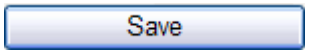
Select the Insurance Document type.



Step 13:

Enter **Start Date**, **Expiration Date** and **Coverage Amount**.

Step 14:

Click 

Step 15:

Repeat upload process for any additional insurance documents.