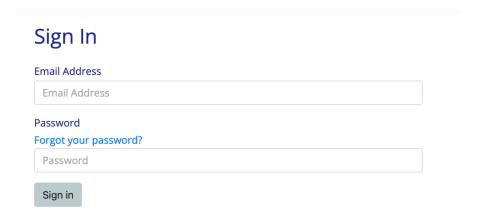
## How to add Additional Liability Insurance

First, you will log into your PTR/PPR account.



If this is your first visit to the new portal, please click Forgot Password and you will be able to reset your password.

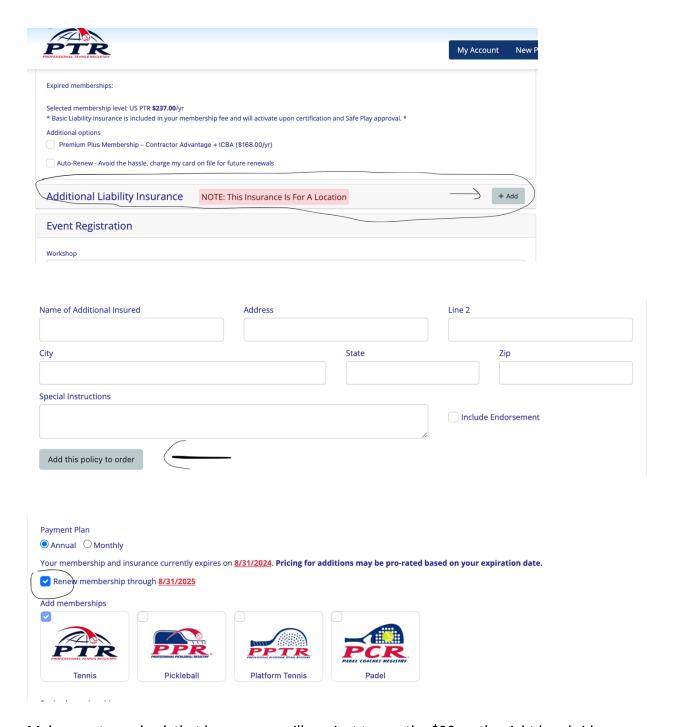
Sign in



You should see "new purchase"



Member Number:



Make sure to uncheck that box, so you will see just to pay the \$90 on the right hand side.

Then the request will go to our insurance company and they will email you the certificate of insurance within 48hrs. If you add it on Thursday, good chance you could have it on Friday afternoon, if not come Monday. If you add it on Friday, you will receive it on Monday.

\*\*\* if you have a long title and it doesn't fit in the "name" part, Use the line 1 for address and then line 2 for the actual street address.