

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. We have two ways to do this, 1) on an individual contractor license or 2) by a Quick Entry or the ability to enter many at one time.

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 large letters and 'SecureAccess WASHINGTON®' to its right. The main heading is 'Login to your SecureAccess Washington Account'. Below this are two input fields: 'User ID:' containing 'petx235' and 'Password:' containing 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 a table with the following data:

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

An arrow points from the 'Add a New Service' button to the 'Electronic Bond and Insurance Policy System Int' service in the table.

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

Manage Insurance Policies

The screenshot shows the 'Insurance Management' page on the Washington State Department of Labor & Industries website. The page header includes the department logo and navigation 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 with the following options:

- Manage Insurance Policies
- Insurance Quick Entry
- Manage Insurance Agents

An arrow points to the 'Manage Insurance Policies' option.

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

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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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.

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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	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
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

To add a new insurer, select the company name from the drop down list; enter the policy number, effective and expiration date and the

 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.

Last Updated: 5/25/11

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.

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:	SIA 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 >		

BACK SAVE

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

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](#)

Update a Policy

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

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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	Effective Date:	5/11/2011
Policy:	12362	Expiration Date:	5/11/2012
Policy Amount:	\$2,000,000.00	Cancel Date:	
Action Date:	5/11/2011		

What action would you like to take on this policy?

- Cancel Policy
- Renew Policy

Cancel Policy

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



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

Cancel Insurance

To cancel the insurance policy for this contractor, enter the cancel date and click the Cancel Policy button. This action will update the 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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[CANCEL POLICY](#)

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Reinstate Policy

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

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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		
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:	5/13/2011

What action would you like to take on this policy?

- [Reinstate Policy](#)

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Enter the policy reinstatement date and press Reinstatement Policy

Reinstatement Insurance

To reinstate a cancelled insurance policy for this contractor, enter the reinstatement date and click the Reinstatement 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	Reinstatement Date :	<input type="text"/>

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REINSTATE POLICY

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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RENEW POLICY

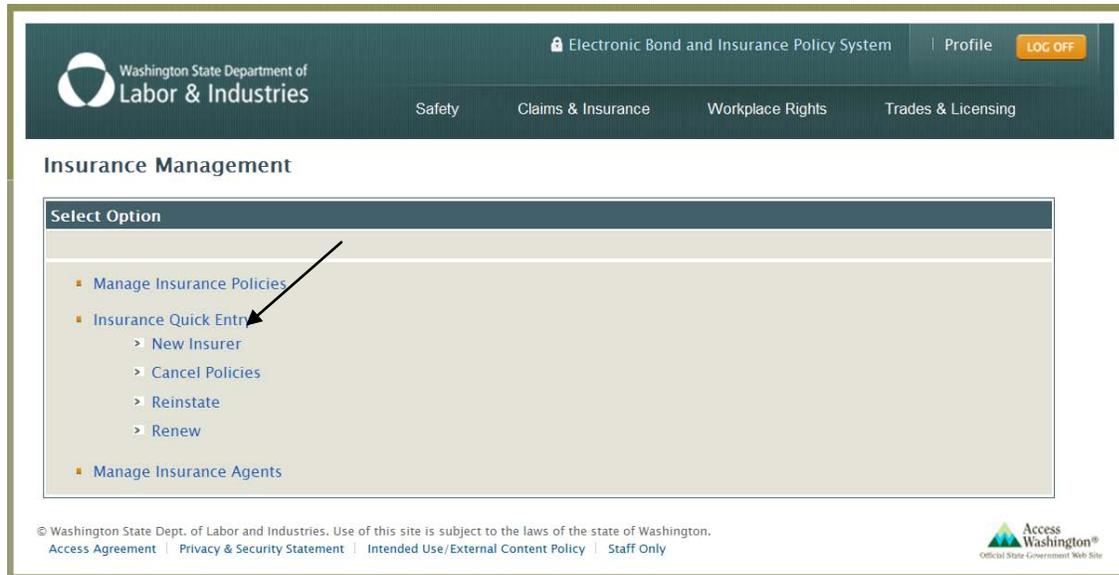
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Insurance Quick Entry

To add, cancel, reinstate or renew multiple new insurance policies at one time, select 'Insurance Quick Entry'.



New Insurer

Enter the UBI or license number, the policy number, the effective and expiration dates, the amount of the policy and the Insurance Company and select Review.

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Add New Policies

You may add up to 10 new insurance policies at one time by entering either a UBI or a License number, the policy number, the effective and expiration dates of the policy, and the amount of the policy and then selecting the insurance company. After entering the required information, click the Review button.

UBI	Or License	Policy #	Eff. Date	Exp. Date	Amount	Insurance Company
	HFENTI*084C4	098308989GF	05/25/2011	05/25/2012	< Select >	300000 AMERICAN CAS INS CO
602186223		83993839	5/26/11	5/26/2012	< Select >	1000000 Gard Marine & Energy LTD
					< Select >	< SELECT >
					< Select >	< SELECT >
					< Select >	< SELECT >
					< Select >	< SELECT >
					< Select >	< SELECT >
					< Select >	< SELECT >
					< Select >	< SELECT >
					< Select >	< SELECT >

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Review the information for accuracy and select Submit.

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Add New Policies Review

Review the information on this screen to verify accuracy. Mark all records that you wish to have the insurance applied to by selecting the checkbox next to the record in the "Apply" column. This will apply the insurance to the selected record. If the record is not selected the insurance will not be applied.

UBI / License: HFENTI*084C4
Policy #: 098308989GF
Policy Dates: 5/25/2011 - 5/25/2012
Policy Amount: \$300,000.00
Company: AMERICAN CAS INS CO

Apply	UBI	License	License Type	Name	License Status	License Exp. Date	Policy Amount
<input checked="" type="checkbox"/>	601180987	HFENTI*084C4	CC	H & F ENTERPRISES INC	ACTIVE	7/22/2012	\$300,000.00

UBI / License: 602186223
Policy #: 83993839
Policy Dates: 5/26/2011 - 5/26/2012
Policy Amount: \$1,000,000.00
Company: Gard Marine & Energy LTD

Apply	UBI	License	License Type	Name	License Status	License Exp. Date	Policy Amount
<input checked="" type="checkbox"/>	602186223	HHCOAI*986J5	CC	H & H COATINGS INC	ACTIVE	4/25/2012	\$1,000,000.00

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You may now print a copy for your records if you wish.

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Add New Policies Review

Based on the items you checked, the following insurance policies were created.

UBI	License	Policy Amount	Eff Date	Exp Date	Firm
601180987	HFENTI*084C4	\$300,000.00	5/25/2011	5/25/2012	AMERICAN CAS INS CO
602186223	HHCOAI*986J5	\$1,000,000.00	5/26/2011	5/26/2012	Gard Marine & Energy LTD

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Cancel Policies

To cancel existing policies, enter the license number, policy number and the cancellation date and press Review. You may not cancel in the past, only current date and future.

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Cancel Insurance Policies

You may cancel up to 10 insurance policies at one time by entering a License number, the policy number, and the cancellation date. After entering the required information, click the Review button.

License	Policy #	Cancel Date	
HHCONS*033DO	2BHO1054276890	05/26/2011	<input checked="" type="checkbox"/>
HHCON**213KU	SCP0805882	06/09/2011	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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Review the information for accuracy, if you elect to not cancel one of the policies you may uncheck the Cancel flag and it will not be cancelled. Press Submit.

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Cancel Insurance Policies Review

You may cancel up to 10 insurance policies at one time by entering a License number, the policy number, and the cancellation date. After entering the required information, click the Review button.

Account #: 2BHO1054276890
Cancellation Date: 5/26/2011

Cancel	Policy #	Ins. Company	Effective	Expiration	Amount	License	Lic. Type	Lic. Name	Lic. Status	UBI
<input checked="" type="checkbox"/>	2BHO1054276890	OHIO CAS INS CO	10/5/2010	10/5/2011	\$1,000,000.00	HHCONS*033DO	CC	H & H CONCRETE & SUPPLY	ACTIVE	600574705

Account #: SCP0805882
Cancellation Date: 6/9/2011

Cancel	Policy #	Company	Effective	Expiration	Amount	License	Lic. Type	Name	Lic. Status	UBI
<input type="checkbox"/>	SCP0805882	WESTERN HERITAGE INS CO	6/6/2010	6/6/2011	\$1,000,000.00	HHCON**213KU	CC	H & H CONSTRUCTION	ACTIVE	600329194

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Cancel Insurance Policies Review

You may cancel up to 10 insurance policies at one time by entering a License number, the policy number, and the cancellation date. After entering the required information, click the Review button.

Based on the items you checked, the following insurance policies were cancelled.

UBI	License	Policy #	Amount	Cancel Date	Firm
600574705	HHCONS*033DO	2BHO1054276890	\$1,000,000.00	5/26/2011	OHIO CAS INS CO

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Reinstate Policies

To reinstate policies, enter the license number, policy number and reinstatement date and press Review.

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Reinstate Insurance Policies

You may reinstate up to 10 insurance policies at one time by entering a License number, the policy number, the reinstatement date (if policy is currently canceled), or the new expiration date (if policy is currently active). After entering the required information, click the Review button.

License	Policy #	Reins Date	
HHCON**213KU	SCP0805882	05/25/2011	<input type="checkbox"/>
HHCONS*033DO	2BHO1054276890	05/25/2011	<input type="checkbox"/>
			<input type="checkbox"/>

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Review the information for accuracy, if you elect to not reinstate one of the policies you may uncheck the Reinstate flag and it will not be reinstated. Press Submit.

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Reinstate Insurance Policies Review

You may reinstate up to 10 insurance policies at one time by entering a License number, the policy number, the reinstatement date (if policy is currently canceled), or the new expiration date (if policy is currently active). After entering the required information, click the Review button.

Account #: SCP0805882
 Reinstatement date: 5/25/2011

Reinstate	Policy #	Company	Effective	Expiration	Amount	License	Lic. Type	Name	Lic. Status	UBI
<input checked="" type="checkbox"/>	SCP0805882	WESTERN HERITAGE INS CO	6/6/2010	6/6/2011	\$1,000,000.00	HHCON**213KU	CC	H & H CONSTRUCTION	ACTIVE	600329194

Account #: 2BHO1054276890
 Reinstatement date: 5/25/2011

Reinstate	Policy #	Company	Effective	Expiration	Amount	License	Lic. Type	Name	Lic. Status	UBI
<input checked="" type="checkbox"/>	2BHO1054276890	OHIO CAS INS CO	10/5/2010	10/5/2011	\$1,000,000.00	HHCONS*033DO	CC	H & H CONCRETE & SUPPLY	ACTIVE	600574705

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Reinstate Insurance Policies Review

You may reinstate up to 10 insurance policies at one time by entering a License number, the policy number, the reinstatement date (if policy is currently canceled), or the new expiration date (if policy is currently active). After entering the required information, click the Review button.

Based on the items you checked, the following insurance policies were reinstated.

UBI	License	Policy #	Amount	Exp Date	Firm
600574705	HHCONS*033DO	2BHO1054276890	\$1,000,000.00	10/5/2011	OHIO CAS INS CO

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Renew Policies

To renew policies, enter the license number, policy number and **new** expiration date and press Review.

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Renew Insurance Policies

You may reinstate or renew up to 10 insurance policies at one time by entering a License number, the policy number, the reinstatement date (if policy is currently canceled), or the new expiration date (if policy is currently active). After entering the required information, click the Review button.

License	Policy #	Exp Date	
KCUSTCH968P9	32332	02/01/2013	
KAMAS**003K2	SCP0817669	09/07/2012	

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Review the information for accuracy, if you elect to not review one of the policies you may uncheck the Renew flag and it will not be renewed Press Submit.

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Renew Insurance Policies Review

You may reinstate or renew up to 10 insurance policies at one time by entering a License number, the policy number, the reinstatement date (if policy is currently canceled), or the new expiration date (if policy is currently active). After entering the required information, click the Review button.

Account #: 32332
New expiration date: 2/1/2013

Renew #	Policy #	Company	Effective	Expiration	Amount	License	Lic. Type	Name	Lic. Status	UBI
<input checked="" type="checkbox"/>	32332	American Country Ins Co	2/1/2011	2/1/2012	\$1,000,000.00	KCUSTCH968P9	CC	K & A CUSTOM HOMES/REMODLE LLC	ACTIVE	602439054

Account #: SCP0817669
New expiration date: 9/7/2012

Renew #	Policy #	Company	Effective	Expiration	Amount	License	Lic. Type	Name	Lic. Status	UBI
<input type="checkbox"/>	SCP0817669	WESTERN HERITAGE INS CO	9/7/2010	9/7/2011	\$1,000,000.00	KAMAS**003K2	CC	K & A MASONRY	ACTIVE	602039044

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Renew Insurance Policies Review

You may reinstate or renew up to 10 insurance policies at one time by entering a License number, the policy number, the reinstatement date (if policy is currently canceled), or the new expiration date (if policy is currently active). After entering the required information, click the Review button.

Based on the items you checked, the following insurance policies were renewed.

UBI	License	Policy #	Amount	Exp Date	Firm
602439054	KCUSTCH968P9	32332	\$1,000,000.00	2/1/2013	American Country Ins Co

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If you experience any difficulties please contact Sherrie.Young@LNI.wa.gov.