

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.

To begin, please log into My L&I. Go to <https://secure.lni.wa.gov/home/> and enter your User ID and password.

Washington State Department of
Labor & Industries

My L&I

My L&I

New users

Get secure access to your information at L&I and take advantage of our secure online services.
Then use your new login to access secure services from other state agencies with [Secure Access Washington \(SAW\)](#)

[Sign up](#) [Check to see if you already have a user ID.](#)

Returning users

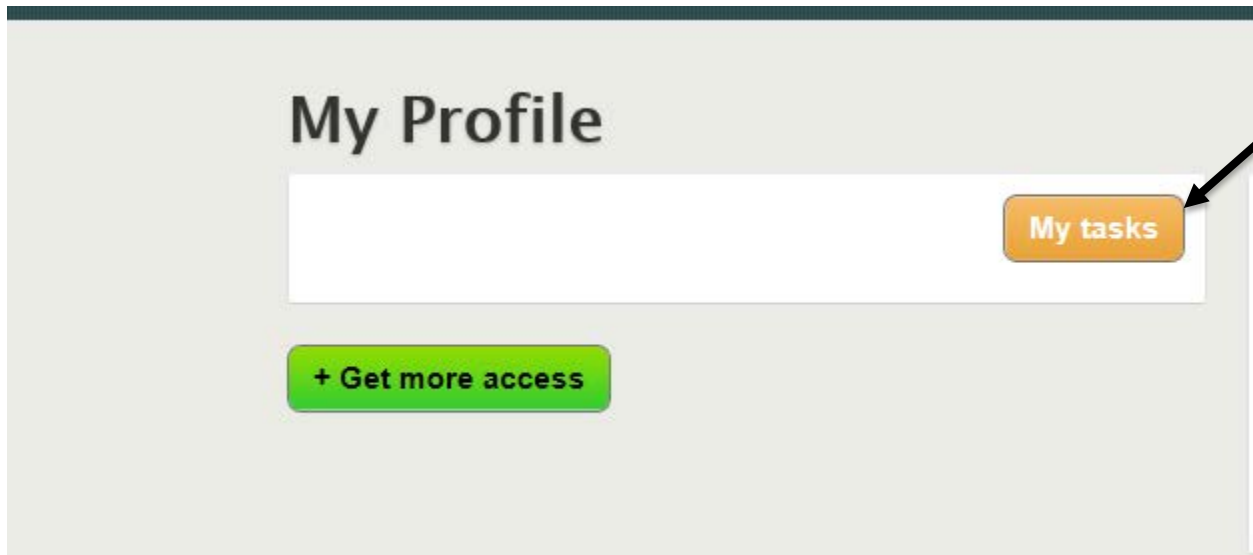
User ID: [Get User ID](#)

Password: [Reset my password](#)

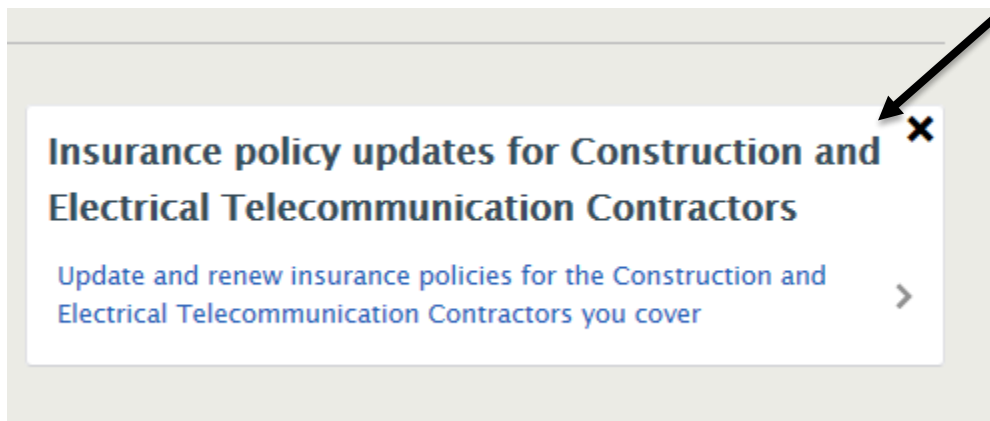
[Log in](#)

Need help? Call 360-902-5999 weekdays between 8 a.m.-5 p.m. (Pacific). Email [Web Customer Supp](#)

Click on My tasks



Click on the Insurance Policy updates for Construction and Electrical Telecommunication Contractors link.



Updated 4/20/2017

Manage Insurance Policies

Washington State Department of Labor & Industries

Electronic Bond and Insurance Policy System
Welcome, Kellie Carlson [LOG OFF](#)

Safety Claims & Insurance Workplace Rights Trades & Licensing

Insurance Management

Select Option

- Manage Insurance Policies
- Manage Insurance Agents

© Washington State Dept. of Labor & Industries. Use of this site is subject to the laws of the state of Washington.
[Access Agreement](#) | [Privacy & Security Statement](#) | [Intended Use/External Content Policy](#) | [Staff Only](#)

Access Washington®
Official State Government Web Site


Search by either a license #, Name, Policy Number or UBI.

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 

License:

Name (all or part)


Policy Number

UBI (at least first 5 digits)

[SEARCH](#)

[Back to main menu](#)
[Get more search options](#)

Click “Select” next to the contractor you are going to be updating.



[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](#)

© Washington State Dept. of Labor and Industries. Use of this site is subject to the laws of the state of Washington.
[Access Agreement](#) |
 [Privacy & Security Statement](#) |
 [Intended Use/External Content Policy](#) |
 [Staff Only](#)



Access Washington®
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	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

© Washington State Dept. of Labor and Industries. Use of this site is subject to the laws of the state of Washington.
[Access Agreement](#) | [Privacy & Security Statement](#) | [Intended Use/External Content Policy](#) | [Staff Only](#)

Access Washington®
Official State Government Web Site

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 (carrier) 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, enter Address Line 1 and then the Zip Code, the system will auto fill the City and State.

Click Save after all fields have been completed.

Updated 4/20/2017

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

You will know the record has been added if you get the message “Insurance Policy has been updated. Do not send a paper copy to L&I.”

It is recommended to print a copy of this screen for your records.

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:	BOYD & BOYD CONSTRUCTION LLC	License:	BOYDBBC860KA
UBI:	603-392-222	License Status:	EXPIRED
License Type:	Construction Contractor (CC)	Expiration Date:	5/1/2016

Insurance Policy updated. Do Not Send a paper copy to L&I.

Policy Details

[Start a New Search](#)

Firm Name	Policy Number	Eff. Date	Exp. Date	Cancel Date	Amount	
ACIG Insurance Company	123566	4/1/2017	4/1/2018		\$500,000.00	UPDATE
Ohio Security Ins Co	BKS56635908	5/1/2015	5/1/2016		\$1,000,000.00	UPDATE
Ohio Cas Ins Co	BKS56060702	5/1/2014	5/1/2015		\$1,000,000.00	UPDATE

[BACK](#)

[ADD NEW INSURER](#)

Update a Policy

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

Updated 4/20/2017

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	Action Date:	5/11/2011
Action Date:	5/11/2011	Cancel Date:	

What action would you like to take on this policy?

- [Cancel Policy](#)
- [Renew Policy](#)

BACK

ADD NEW INSURER

Cancel Policy

Enter the Cancellation date of the policy. The date cannot be less than the current date. Then click Cancel Policy.


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 I N S C O		
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	:	

BACK

CANCEL POLICY

[Back to main menu](#)

Reinstate Policy

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

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 I N S C O		
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"/>

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:		Country:	
ZIP Code:		Policy Amount:	\$2,000,000.00
Phone:		Cancel Date :	
Policy:	12362		
Effective Date:	5/11/2011		
Expiration Date:	5/11/2012		

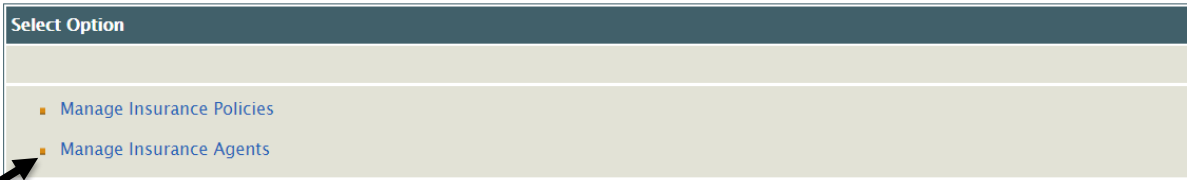
[Back to main menu](#) [BACK](#) [RENEW POLICY](#)

© Washington State Dept. of Labor and Industries. Use of this site is subject to the laws of the state of Washington.
[Access Agreement](#) | [Privacy & Security Statement](#) | [Intended Use/External Content Policy](#) | [Staff Only](#)



Manage Insurance Agents

This feature is for the agency administrator of the company. It is used to add new insurance agents from the firm, or to end their access upon leaving.

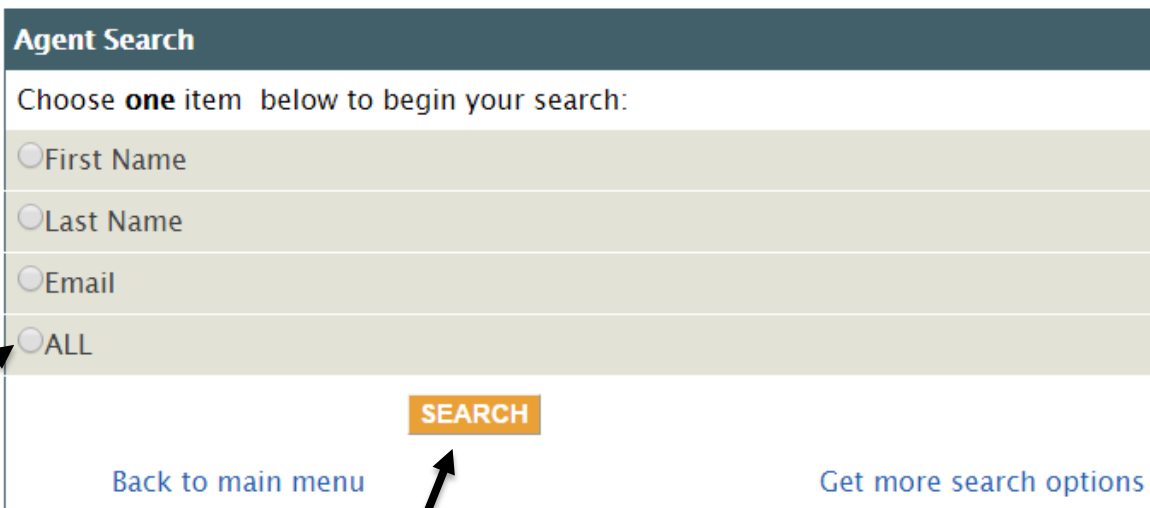


A screenshot of a 'Select Option' menu. The menu has a dark blue header with the text 'Select Option'. Below the header, there are two options listed with small square bullet points: 'Manage Insurance Policies' and 'Manage Insurance Agents'. A black arrow points to the 'Manage Insurance Agents' option.

Select "All" to see a list of agents who already have access, or to grant access.

Click Search

Use this form to look up an agent.



A screenshot of an 'Agent Search' form. The form has a dark blue header with the text 'Agent Search'. Below the header, there is a text prompt: 'Choose **one** item below to begin your search:'. There are four radio button options: 'First Name', 'Last Name', 'Email', and 'ALL'. The 'ALL' option is selected. Below the radio buttons, there is a blue button labeled 'SEARCH'. At the bottom of the form, there are two links: 'Back to main menu' on the left and 'Get more search options' on the right. A black arrow points to the 'ALL' radio button, and another black arrow points to the 'SEARCH' button.

Add a new Agent

Click “Add Agent”

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

Agent ID	First Name	Middle Name	Last Name	E-mail	Office	WAOIC	Admin	Start Date	End Date	
5355	Kellie		Carlson	kellie.carlson@lni.wa.gov	Tumwater	123	Y	12/9/2015		SELECT


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

[Back to main menu](#) [ADD AGENT](#) 

Enter Agent information and click Save.

Agent Details

First Name:	<input type="text"/>	Is Administrator:	<input type="checkbox"/>
Middle/Other Name:	<input type="text"/>	Agent #:	<input type="text"/>
Last Name:	<input type="text"/>	Agency ID:	<input type="text"/>
E-mail:	<input type="text"/>	Office:	<input type="text"/>
WAOIC ID:	<input type="text"/>	SAW Registration Code:	<input type="text"/>
Start Date:	<input type="text" value="4/27/2017"/>	Saw Logon:	<input type="text"/>

[Back to main menu](#) [BACK](#) [SAVE](#) 

Click “Send Email” to send new agent registration information.

Agent Details

First Name:	Jane	Is Administrator:	No
Middle/Other Name:		Agent #:	5356
Last Name:	Doe	Agency ID:	2389
E-mail:	email@email.com	Office:	Olympia
WAOIC ID:	12345	SAW Registration Code:	DTF117QQ19
Start Date:	4/27/2017	Saw Logon:	

[Back to main menu](#)
BACK
SAVE
SEND EMAIL

Ending Agent access

Click "Select" next to agent who is no longer needing access.

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

Agent ID	First Name	Middle Name	Last Name	E-mail	Office	WAOIC	Admin	Start Date	End Date	
5355	Kellie		Carlson	kellie.carlson@lni.wa.gov	Tumwater	123	Y	12/9/2015		SELECT

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

[Back to main menu](#)
ADD AGENT

Enter end date and click save

Agent Details

First Name:	Kellie	Is Administrator:	No
Middle/Other Name:		Agent #:	6154
Last Name:	Carlson	Agency ID:	911
E-mail:	kellie.carlson@lni.wa.gov	Office:	Tumwater
WAOIC ID:	2345	SAW Registration Code:	CTF110QU26
Start Date:	11/22/2016	Saw Logon:	Kcarlson10
End Date:	4/27/2017		

[Back to main menu](#)
BACK
REGENERATE COD
SAVE