

Insurance Certificate

Roles: Financial Manager, Financial Manager Assistant
 Project Status: Bid & Award

Step	Task
1.	From the FCPWeb dashboard, land on the Configuration tab.
2.	Click the Vendor Insurance Configuration option.
3.	In the <i>Search for vendors by name or number:</i> text box, enter the vendor name or a part of the name and use the % sign as a wildcard.
4.	Click the Search command button.
5.	Select the Edit Insurance Details link.
6.	Update or Add vendor insurance information. a. To update, enter information in the appropriate fields. ~ OR ~ b. To add, click the Add New Insurance Record command button and enter information in the appropriate fields.
7.	Click the Update Vendor Insurance command button.