



Builders & Tradesmen's Insurance Services, Inc.

BTIS Additional Insured Request Guide

This Guide

This guide touches on the key points and procedures for creating, editing and renewing Additional Insured Requests, including use of the new Additional Insured Request page. Although the new process is intuitive, we have included notes on important differences in the Request for Additional Insured.

You will find information, reminders and key requirements noted in the navy blue boxes on each page of the guide.

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View Submissions

Search By: Submission Number 01017676 Date Range: Past 60 Days Search Reset

All Submissions Incomplete Pending/Action Required Sold/Issued Declined Upcoming Renewals **Additional Insured Request**

Click on a submission to view Filter Results

Showing 1 to 2 of 2 rows

Applicant Name	DBA	Submission ID	Status	Policy No	Contact	Underwriter
Jen Jansson	Any Day	QAA01017676-1	Sold	NA112420101	Jen Jansson	GL Team
Jen Jansson	Any Day	QAA01017676	Sold	NA112420100	Jen Jansson	Penny Mozell

Showing 1 to 2 of 2 rows

Requesting AI's on our new Submissions page is easy! We have two simple ways you can access the [Additional Insured Request](#) page:

- 1) Click on any sold GL account to access the submission menu and click on the "Request AI" option. To make it even easier, the policy information will be pulled over automatically into your new request.
- 2) Click on the "Additional Insured Request" tab near the top right of the [View Submissions accordion](#).

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Additional Insured Request

Search Criteria
Please search for an active policy.

Policy Number: ▾ NA112420100 [Go](#)

Submission ID	Policy Number	Named Insured	DBA	Status	AI's?
Click on a submission to view available actions.					
QAA01017676	NA112420100	test @ JJ	Any Day Now DB	Sold	Yes

- Print Blanket AI
- Request Scheduled AI Form
- View Current AI's

This is our **Additional Insured Request** home page. This is where you will be redirected if you click the “Additional Insured Request” tab. Search for an active policy by selecting your search criteria filter in the drop down and entering your search criteria in the field. In this example, we searched by “Policy Number” and entered the policy number in the field. Next click “Go” or hit “Enter” on your keyboard to search for related submissions.

When you find the submission you desire, click on it to view the submission menu. You may choose to print the Blanket AI or select the option to request a new scheduled AI.

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Additional Insured Request

Please fill out the form completely, and then click the submit button.
Thank you for your business.

+ Your Contact Information:

+ Insured Information:

Additional Insured Form Selection:

Who is the Additional Insured?

Has the project involved been completed prior to this request? Yes No

Is this a residential project? Yes No

Is the work being performed service, repair and/or remodel? Yes No

Additional Insured Form (CG2010 07/04 equivalent)

Additional Insured Form (CG2010 11/85 equivalent)

This is our **Additional Insured Request** page. The first two accordions contain your contact information as well as the Insured's information. You can review this information by expanding the accordions.

Complete the AI request by answering the questions as they appear. Once all of the information is complete, you can click the "Submit Final A/I Request" for review and processing or click "Save and Finish Later" button if you wish to submit your request at a later time.

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View Submissions

Search By: Submission Number Date Range: Past 20 Days Search Reset

All Submissions Incomplete Sold/Issued Declined Upcoming Renewals **Additional Insured Request**

Click on a submission to view Filter Results

Showing 1 to 1 of 1 rows

Applicant Name	DBA	Submission ID	Status	Policy No	Contact	Underwriter
Jen Jansson	Any Day	QAA01017676-1	Sold	NA112420101	Jen Jansson	GL Team

Showing 1 to 1 of 1 rows

We have added a new feature, “Renew AI’s”, which allows you to renew any preexisting AI’s from the prior policy and re-requesting them for the current/renewed policy. Now, you will only have to enter all of the information once on your initial request. You can access this feature two different ways:

- 1) Click on any sold GL renewal or conversion account to access the submission menu and click on the “Renew AI’s” option. This option will only show in the submission menu if available for that policy (prior policy must have AI’s in order to renew).
- 2) Click on the “Additional Insured Request” tab to search for your submission. The “Renew AI’s” option will appear in the submission menu if that option is available.

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Additional Insured Request

Policy #: NA112420101
Insured: Any Day Now DB

Search for an Additional Insured:

AI Number:

AI Number	AI/Cert Holder	Date Submitted	Status
AI00134757	Testing AIs	12/29/2015	Not Yet Reviewed
AI00134762	Construction Company Inc.	12/29/2015	Not Yet Reviewed

Request New AI Print Summary AI Home Page

Edit AI
Renew AI

This is our **AI Renewal** page.
Here you can search for a specific AI by selecting your search criteria filter in the drop down and entering your search criteria in the field.
We will also show a list of AI's that are eligible for renewal. You may only renew the AI's with a status of "Not Yet Reviewed". AI's with a status of "Submitted" have already been reviewed and submitted to BTIS for renewal. Click on the AI submission to access the submission menu where you can choose to edit the AI submission prior to submitting or simply click "Renew AI" to renew.

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Please provide cities or counties of jobsites for this Additional Insured
in various locations throughout the state of ca

Type of commercial building office
(Example: Retail, Office, School, Apartment, Etc.)

Specific Description of Operations and Project:
(10 words or more – Example: Interior electrical work for office or commercial spaces in Orange County)
10 words or more – Example: Interior electrical work for office or commercial spaces in Orange County
Maximum 2,000 Characters

Special Instructions/Requests:
Here are some special time instructions
Maximum 400 Characters

If you choose to edit your renewal AI prior to submitting, you will be taken into the original AI request and directed to the end of the form where we will have a "Renewal Changes" field. Please include all of the changes needed in this field and click "Submit" to finalize and submit your request for review and processing.

Renewal Changes:

Submit

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Additional Insured Request

AI00134762 has been renewed.

Policy #: NA112420101
Insured: Any Day Now DB

Search for an Additional Insured:

AI Number:

If no changes are needed for your renewal AI, after you click "Renew AI" you will see a confirmation message that your AI has been renewed. You will also see that the status of the AI changed to "Submitted". And that is it! Please allow our normal turn around time of 4 business hours for review, processing and receipt of your renewed AI.

AI Number	AI/Cert Holder	Date Submitted	Status
AI00134757	Testing AIs	12/29/2015	Not Yet Reviewed
AI00134762	Construction Company Inc.	12/29/2015	Submitted