

Instructions on how to use the New USDA Enrollment System

Things you will need before starting Enrollment.

1. Your current club roster
2. Name, address of all dance locations and additional insured for each location.

Here is the link to the new USDA insurance enrollment system. Save it to your favorites for future use. <http://usda.rpsbollinger.com/>

Click on **START RENEWAL** (even if you are just reviewing something).
Then Click on start initial annual enrollment.

TELL US ABOUT YOU Enter your Club contact information. The Email is where you want your certificate sent. You will need to do this each time you access the system. You will be asked to verify you are not a Robot before you can view/edit/enter a new club member or dance location.

NEXT
SELECT YOUR CLUB Type in the name of the club you are looking for. This is a national system, so multiple clubs of the same name may pop up. Click on the one with **your USDA #**.

NEXT
Verify Your State & Regional Affiliation, You may edit Regional Affiliation (Your State District)
Do not edit club name or State affiliation, contact your insurance chairman to edit.

NEXT
Verify Your Club Mailing Address, correct if needed

NEXT
This is your Club Current roster. During initial enrollment, you may add or delete members or you can make any changes or corrections necessary. To delete a member clicking on the trash can to right of the dancers' name. If adding additional enrollment click + to add member(s). You must list **ALL** club members. If they have USDA insurance through another club, you must place an * after their last name and club they are insured through (Last Name *Club name). This means that person has USDA insurance through another club. **You cannot edit names delete and reenter if not correct.**

Club Class roster must also be sent to your insurance Chairman before they are covered (at no cost)
Form is available on USDA web site under Insurance.

NEXT
This page is a list of facilities you are dancing at. Add or delete as needed. (A facility only needs to be listed once, no matter how many times you dance there.) You will be sent a Certificate of Insurance to the email you entered for each location.

NEXT
This page is for adding additional insureds to your certificate of insurance. This is usually the owner of the facility you are dancing at, if they request or require it. If needed you may check the endorsement required Box.

NEXT
You will be asked to review your club information. **If correct, Click Confirm**

After confirmation you will see a giant "teal colored" checkmark. Click **FINISH** in order to save changes.

NOW Check your email your new roster should be there. Print **It (If additional enrollment, Mark who the funds are fore)** and Mail copy to your Insurance chairman along with a check make to USDA Insurance for \$4.85 per dancer you are insuring.

Mail To: UNITED SQUARE DANCERS OF AMERICA, NATIONAL INSURANCE COORDINATOR,
PO BOX: 417, STEPHENS, GA 30667