

# Instructions on how to use the USDA Insurance Enrollment System

## Things you will need before starting the initial Enrollment.

1. Proper spelling of club name and USDA number
2. Your current club roster
3. Name and address of all dance locations and additional insured for each location if required.

Here is the link to the USDA insurance enrollment system. Save it to your favorites for future use.

**<http://usda.rpsbollinger.com/>**

This website is intended to be used to renew or to make changes to your square dancing club's insurance information. On the following screens, you will be guided through a renewal/change wizard that will allow you to update contact information, facilities, additional insureds, and your club's roster. Once you begin, it should take about 10 minutes to complete the wizard. If you leave the website or close the browser before clicking **CONFIRM** on the final wizard step, you have NOT saved anything. On completion of the process, all of your documents will be created for you and delivered via email to the National Insurance Coordinator. A copy of your roster will be emailed to the contact email address entered on step 1 of the wizard. NO certificates will be emailed from the portal to you.

If you need additional certificates or need to add roster members once you have completed the renewal process, simply return to this site and enter the additional information in the appropriate sections of the site. Your new certificates will be sent to the National Insurance Coordinator and the revised roster will be emailed to the contact email address entered on step 1 of the wizard.

Click on **START RENEWAL** even if you are just reviewing. This will always be your first step. During November, December and January there will be two years to select from. Make sure you are selecting the correct year you want to add information to.

**TELL US ABOUT YOU** Enter your contact information. The email is where you want your roster sent. You will have to complete this step every time you access the system. You will be asked to verify you are not a Robot before you can continue to the next page.

**NEXT -- SELECT YOUR CLUB** Type in the name of the club you are looking for or the USDA number. This is a national system so multiple clubs of the same name may pop-up. Click on the one with your **USDA #**. If your club is not listed, contact your Council/Federation/Association Insurance Chairperson. There is another form to be completed before you can go any further. Any corrections needed on this screen must be sent to [insurance@usda.org](mailto:insurance@usda.org). If you selected the wrong club, click on "Change Club" and try again.

**NEXT -- VERIFY YOUR CLUB MAILING ADDRESS**, correct if needed. If you selected the wrong club on the previous page none of this information will be correct. Go back one page and make sure you have selected the correct club.

**NEXT -- THIS IS YOUR CLUB'S ROSTER.** If initial enrollment, add or delete members. You can make any changes or corrections necessary by clicking on the trash can next to the errant information and re-entering the data. If adding additional enrollment click + to add member. You must list all club members, if they are insured through another club, you will place an (\*) after Last Name (\*this means that person is insured through another club). **YOU CAN ONLY DELETE NAMES THE FIRST TIME YOU ENROLL FOR EACH YEAR.** After you have submitted your money, you **cannot** delete any names or facilities. Even when someone moves and is no longer a member of your club you **cannot** delete them. They are still insured and they can use it when they join another club within 30 days of leaving your club. Their name must remain on your roster for verification purposes.

**OPTIONAL METHOD** for listing members insured through another club (ITAC): Do not list those members on the portal and complete the form (Club Members Insured Through A Difference Club) from the website ([www.usda.org](http://www.usda.org)). Submit the form with your check. You must maintain a list of all members.

**NEXT -- Facilities**

This page is a list of facilities you are dancing at, add or delete as needed. The list of facilities that you will see are those you had in 2024. Only delete the ones you will not be using in 2025. Add any new facilities that you will use in 2025. A facility only needs to be listed once, no matter how many times you dance there. A Certificate of Insurance will be sent to your insurance coordinator. Certificates will not be sent before money is received. Certificates will not be sent if the Annual USDA Dues have not been paid.

**NEXT – Additional Insured**

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 you need a CG2026 you will need to send an email to [insurance@usda.org](mailto:insurance@usda.org) to request a CG2026. Just checking the box does not notify anyone that you need the CG2026 form.

**NEXT** -- You will be asked to review your club information.

If you are reviewing the information but not making changes, you can exit the program now without clicking CONFIRM. If you need documents you will need to click CONFIRM.

If you are entering the portal for the first time this calendar year and want to enroll in the insurance program, even though no changes were made, click **CONFIRM** to print the documents for the new year. If changes were made, they will be saved as soon as you click CONFIRM. All documents are sent to the National Insurance Coordinator. You will only receive the roster.

**Click FINISH to exit program.**

You will send a copy of the club roster you received with your enrollment fee to your Insurance Coordinator. Sponsored Club Class Roster must also be sent to your Insurance Coordinator before the students will be covered (at no cost). The Sponsored Club Class Roster form is **not** on the portal. You will find it at [www.usda.org](http://www.usda.org).

**ADDITIONAL NOTES:**

Adding new members to the portal:

Scroll to the bottom of the roster page, click on the “Plus” sign. A new box will appear titled “Add Dancers to the Roster”. Type the person’s first name, tab to next field, type person’s last name. If this person is a member of another club that is paying their insurance you would put an asterisk after the last name. Click on the “Plus” sign and a new line will appear. Continue in this manner to add all new members. After entering all new members click on “Submit” in the box below where you are entering the names. A new roster will appear with all the additional names added. Don’t see the “Submit” button. Your browser window may need to be enlarged. If you are using an Ipad you may not see the “Submit” button.