

Instructions on how to use the USDA Insurance Enrollment System

Things you will need before starting the initial 2022 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/>

Click on **START RENEWAL** even if you are just reviewing. Then select “2022” to begin.

TELL US ABOUT YOU Enter your contact information. The email is where you want your roster sent. You will have 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.

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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 #**.

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Verify your Club Mailing Address, correct if needed.

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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 must 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.**

You must also send club roster with enrollment fee to your Insurance Chairperson. Club Class roster must also be sent to your Insurance Chairperson before the students are covered (at no cost). The Club Class roster form is not on the portal. You will find it at www.usda.org.

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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 2021. Only delete the ones you will not be using in 2022. Add any new facilities that you will use in 2022. 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.

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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 usda.insurance@usda.org to request a CG2026. Just checking that box does not notify anyone that you need the CG2026 form.

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You will be asked to review your club information, **if correct Click Confirm**. If no changes were made, **DO NOT** click Confirm. If no changes were made you can exit the program now without clicking Confirm. If changes were made, they have been saved as soon as you click Confirm. Click FINISH to exit program.