

How to Renew Insurance at RVNuccio

1. Go to <http://www.rvnuccio.com/>
2. Under "Manage Your Policy", click the "Log In Now" button.
3. A pop-up window appears. Choose "PTA Insurance" from the dropdown menu,
4. User name: _____ Password: _____
5. List of recent years' policies should be shown in your profile. Make sure to highlight/checkbox previous year's policy and click on the "Renew a policy" box above the list. (If you should get kicked out or need to come back to this for any reason, just sign in again, choose the policy you had been working on and click on "complete application" to continue working. You can also add additional insureds and print your documents from this screen.)
6. There are about 4 screens to complete information on based on last years information. Be sure to answer all the yes/no questions. Enter your info as contact.
7. On the final page, be sure to add Shawnee Mission School District as an additional insured.
8. Additional Insured:
Shawnee Mission School District
8200 W 71st Street
Shawnee Mission, KS 66204
Event description: All PTA events
Start date: 7/1/20xx
Stop date: 6/30/20xx
Special Wording: not needed
9. Print 2 copies of the quote: one to keep with our documentation and one to send in with a check.
10. Choose to pay with check by mail.
11. Once they receive the check, they will activate the policy and email you the policy documents.
12. Give a copy of the policy documents to the President and Principal and keep a copy in the treasurer notebook.
13. You must also send a copy of the policy document that lists SMSD as the additional insured at the bottom of the page to the SMSD Facilities office. Out of the multitude of pages in the PDF they send you, there is only one page SMSD is interested in. An example is attached. You may simply email this page to Brenda Davis in facilities at brendadavis@smsd.org .

