

## **Submitting an Event Insurance Certificate Request Form**

The Event Coordinator/Organizer who owns an Event is *always responsible* for submitting the Insurance request Form through the PCA National website at least three weeks prior to the event.

- The Form is submitted through the PCA website [www.pca.org](http://www.pca.org)
- Sign in to the PCA website with your member userid and password.
- The **MEMBERS DASHBOARD** page should open.
  - If you had already signed in to the website, click on your name on the top right bar and the **MEMBERS DASHBOARD** page will open.
- Select **Event Insurance Enrollment Form** under the “**Commonly Used Links**” listing.
- Follow the Form Instructions and fill in the online form immediately below them, check the box at the bottom and submit the form.
- If you have questions with how to fill out any of the requested info, please contact your Standing Committee Chair.

### **Please Note:**

- **ALL EVENTS WHERE CARS ARE MOVING OR ON LIFTS REQUIRE A PCA INSURANCE CERTIFICATE!**
- The Certificate **MUST BE IN HAND AT THE EVENT** prior to its start.
- If the Certificate has not been received via email **FIVE (5) DAYS PRIOR** to the event, call the PCA Executive Director immediately.
- If the event is cancelled, you must notify the PCA National Office **WITHIN 24 HOURS**.

