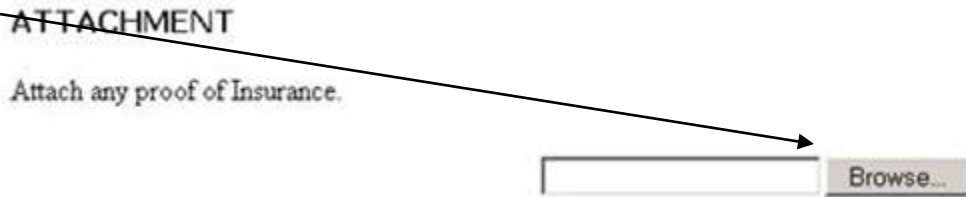


INSURANCE – HOW TO SUBMIT:

Proof of insurance should be uploaded into the [Basketball Certification Online System](#) (BBCS) when the application is submitted.

On the same page where you enter your initials and have access to the final submit button, you will see a [Browse Button](#) similar to the image below.



Click the [Browse Button](#) and locate the document on your computer.

When you hit the [Submit Button](#), the insurance information should save to the application in the BBCS.

Check to make sure the attachment saved!

If the insurance information saved correctly, when you look at the bottom of the application page, you should see a hyperlink that says "Download Attachment" similar to the image below. If you do not see a hyperlink, you will need to unsubmit the application and attach it again because it did not save successfully.



The BBCS will only allow you to upload a single file. If your insurance policy does not exist in a single PDF file, you will need to scan the policy into a single document.

If you cannot scan your policy into a single document, please fax the policy to 317/917-6073. Be sure to include the name of the activity and the operator on the fax cover sheet. If ECAG cannot determine which event/league the fax is associated with, the deadline for submission will not be considered to have been met and certification will be denied.

In some instances, operators have had problems getting their insurance information to attach in the BBCS. Again, you can e-mail or fax the information to ECAG and we will attach it for you if need be. An operator's inability to upload the documentation will not be considered if a deadline is missed; so please e-mail or fax accordingly. [Contact Enforcement Certification and Approvals Group](#) (ECAG)