

Instructions for submitting Certificate of Insurance

1. Log in to Access Indiana at <https://access.in.gov>. For more information on creating an Access Indiana account, please visit <https://www.in.gov/access/getting-started/>.

2. On the Dashboard, select the MyLicenseOne tile.



3. Link the Permit to your account if you have not previously done so.

- Select “Don’t see your license? Click here to search for it.” You may need to scroll down if other permits are already linked to your account.

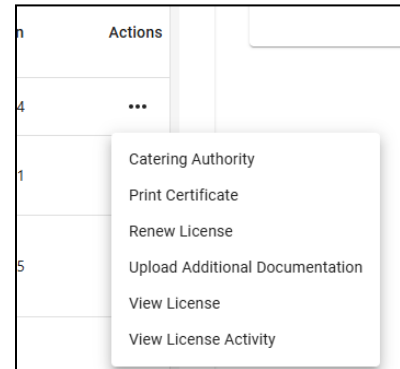
[Don't see your license? Click here to search for it.](#)

- Find My License box will appear. Enter License Number and Registration Code. Click Find License.

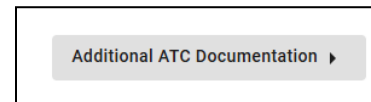
- The license will now appear under the Licenses panel.

A screenshot of the 'Find My License' search form. It has two input fields: 'License Number' with the value 'RR1234567' and 'Registration Code' with the value '012345678d'. Below the fields is a note: 'Enter code exactly as provided including special characters.' At the bottom right are two buttons: 'CANCEL' and 'FIND LICENSE'.

4. Find the License for which you are submitting proof of liquor liability insurance. Click the three dots under “Actions.” Select “Upload Additional Documentation.”



5. Click “Additional ATC Documentation.”



6. Select “Proof of Insurance” as the document type and select the file for the proof of insurance you are uploading.

A dashed box representing a file upload area. The text inside says 'Please Upload your Attachment' and 'Drag 'n' drop files here, or click to select files.'

7. Click finish.



8. No fees are associated with this submission. Click Submit.

A screenshot of a 'Fees' confirmation screen. The text says 'You have no fees. Please review and submit your application.' At the bottom are two buttons: 'BACK' and 'SUBMIT'.