



State of Connecticut



Department of Administrative
Services Procurement



Inputting and Uploading Insurance Information

INPUT INSURANCE INFORMATION

Step 1:

Log in to the [DAS Business Network \(BizNet\)](#) at this link, or navigate to:

<https://www.biznet.ct.gov/AccountMaint/Login.aspx>



Step 2:

Click the link for [Doing Business With The State.](#)



Step 3:

Click [Company information](#)

BIZ NET STATE OF CONNECTICUT

Current User: peter.hunter@ct.gov Biznet Menu Log In Out


Doing Business With The State

- [CHFA-DOH Consolidated Application](#)
- [State Contracting Portal](#)
Enter and maintain Bids and Results for Connecticut State Procurement
- [Company Information](#)
Vendors and Contractors use this page to **update your company information**, maintain company contacts, and Goods and Services List.
You can also use this site to upload Company Affidavits and Nondiscrimination forms.
- [Supplier Diversity Application Status](#)
Check the status of a Supplier Diversity application
- [Contractor Prequalification Application](#)
The DAS Contractor Prequalification Program (C.G.S. §4a-100) requires all contractors to prequalify "before they can bid on any construction, alteration, remodeling, repair or demolition of any public building, for work by the state or a municipality, estimated to cost more than \$500,000 and which is funded in whole or in part with state funds. For more information click [here](#).
- [Supplier Diversity Application](#)
The State of Connecticut's Supplier Diversity Program was established to ensure Connecticut Small Businesses an opportunity to bid on a portion of the State's purchases. The main objective of the program is to increase the number of small and minority business enterprises the Office of Supplier Diversity certifies throughout Connecticut. For more information click [here](#).
[View movie](#)
- [Vendor Performance Reporting](#)
On-Line Vendor Performance Reporting

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INPUT INSURANCE INFORMATION

Step 4:

Click the  icon next to your company name.

Current User: sample.user@ct.com Biznet Menu Log In/Out

Company Search

Your Companies

Welcome to the Company Information Center!

To enter a new company, click **Add**. To update information of an existing company, click on the  next to the company name. To update a company's user accounts click on the  next to the company name.

| Company Name | Taxpayer ID |
|--|-------------|
|  Sample Company, Inc. | 101010101 |

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INPUT INSURANCE INFORMATION

Step 5:

Click **Upload Documents**

BIZ NET STATE OF CONNECTICUT

Current User: peter.hunter@ct.gov Home Biznet Menu Log In/Out

Company Information
Enter your Company Information

[Page Help](#)

- Company List
- Company Information
- Company Accounts
- Company Address
- Company Contacts
- Industry
- Insurance
- Click Here To Upload Documents**

Company Name: PJH Construction, Inc.
Are You Conducting Business Under Another Name? Yes No
Taxpayer ID Type: FEIN SSN
Taxpayer ID: 007007007
Business Structure: Corporation
Registered with Secretary of the State: Yes No **Secretary Of The State**
Incorporating State: CT
Web Address: www.pjhconstruction.com
Product:

Click Yes if you are applying for a license or updating a license with any of these agencies. Department of Children and Families
Department of Public Health
Department of Developmental Services
Yes No

[Continue](#)

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Hit Counter 439,241

Step 6:

Click

[Upload Insurance Declaration](#)

BIZ NET Department of ADMINISTRATIVE SERVICES

Current User: sample.user@ct.com Home Biznet Menu Log In/Out

Company List Company Info Accounts Address Contacts Industries **Upload Docs**

Document Upload
Upload Forms and Documents

Choose the appropriate button for the forms or documents you wish to upload.
[Show Page Help](#)

Sample Company, Inc.

- Required Company Documents
- Upload Solicitation Documents
- Upload Insurance Declaration**
- Upload Prequalification Documents
- Upload Supplier Diversity Documents

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Hit Counter 12,383

INPUT INSURANCE INFORMATION

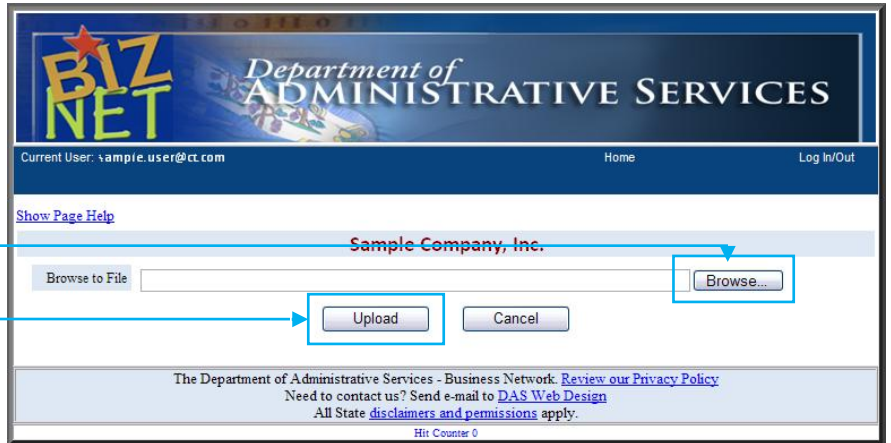
Step 7:

Scan Insurance Documents to your computer.



Step 8:

Click **Browse...** to locate the first insurance document you would like to upload.



Step 9:

Click **Upload** to **Upload** your selected insurance document.

Step 10:

A message is displayed confirming successful upload.



INPUT INSURANCE INFORMATION

Step 11:

Select the dropdown for Insurance Document type.

Step 12:

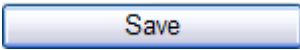
Select the Insurance Document type.

The screenshot shows the BizNet web application interface. At the top left is the 'BIZ NET' logo. Below it, the current user is identified as 'sample.user@ct.com'. A navigation bar contains 'Page Help' and 'Log In/Out' links. A red message states 'Your file was uploaded'. Below this, a section titled 'No Current Insurance' contains an 'Insurance Type' dropdown menu. This menu is open, displaying a list of insurance categories such as 'Automobile - Bodily Injury (Each Accident)', 'Contractors Liability', and 'General Liability (Each Occurrence)'. Below the dropdown are input fields for 'StartDate', 'ExpireDate', and 'Coverage Amount', along with 'Save' and 'Return to Company List' buttons. A footer contains contact information for the Department of Administrative Services.

Step 13:

Enter Start Date, Expiration Date and Coverage Amount.

Step 14:

Click 

Step 15:

Repeat upload process for any additional insurance documents.

The screenshot shows the BizNet web application interface after a successful upload. The top navigation bar includes 'Home' and 'Log In/Out' links. A red message states 'Your file was uploaded successfully. Now enter your insurance coverages.' Below this, the company name 'Sample Company, Inc.' is displayed. A section titled 'No Current Insurance Records' is shown. Below that, an 'Insurance Record' section contains the 'Insurance Type' dropdown (set to 'Automobile - Bodily Injury (Each Accident)'), 'StartDate' (01/01/2012), 'ExpireDate' (01/01/2013), and 'Coverage Amount' (\$1,000,000.00). 'Save' and 'Return to Company List' buttons are visible. The footer contains the same contact information as the previous screenshot.