



FACILITY USER INSURANCE PROGRAM

HOW TO USE THE IRC PORTAL

NAME OF YOUR BROKER: Marsh

Note: Please direct any coverage questions to your Insurance Broker.

Should you need any help while using the Facility User portal, please contact the IRC Support Team by email: support@ircnow.com or phone: [1-800-517-1390](tel:1-800-517-1390).

LINK TO PORTAL: <https://porthope.instantriskcoverage.com/register>

STEP BY STEP INSTRUCTIONS:

1. Click on the "Sign Up" tab. This will create an account that will allow you to sign in during future visits and keep a record of all quoted or purchased policies.
2. Create a password. The password must be a minimum of 8 characters in length and contain at least 1 capital letter, 1 lowercase letter, and 1 number.
3. The system will then ask you to Login using the Email Address and Password you created.
4. After successfully logging in, input the name and address of the person, group, or organization applying for insurance coverage. Make sure this matches the name on the booking/rental contract.
5. INITIATE COVERAGE – Follow the step-by-step instructions to select your venue, input rental/booking number (if applicable), select the event type, amount of coverage required, and your event dates/times. You will also have the option to add liquor to an event if needed.
6. REVIEW & COMPLIANCE – At the end of the above process, you will be provided with a summary of your event details to review. If there is anything incorrect, you can go back and make any changes. In this section, you will be able to add any Additional Insured and non-owned automobile coverage, as well as be asked a few compliance related questions.
7. QUOTE – Once Step 6 questions have been completed, you will be presented with a quotation for the insurance coverage for your event. This price will not change at checkout.
8. PURCHASE – Should you wish to proceed with the quotation, select "Purchase." You will be asked a few additional questions to confirm you understand the coverage and exclusions of the policy. Once complete, select "Checkout" and you will be asked to select your method of payment and input its details.
9. POLICY DOCUMENTS – Once payment is confirmed, a new window will open with a link to your Certificate of Insurance, and a copy will be sent to your email. The policy wordings can be found under the "Policy Information" tab in the portal.
10. REVIEW OF PRIOR PURCHASES – If you would like to review any past purchases or policy documents, click on "My Account" tab in the portal and select "Application History". Additionally, any quoted and unpurchased policies will also be listed, allowing you to complete the purchase at any time.