



Purchasing Insurance Coverage for your Huntley Community Centre and/or Outdoor Rink Event.

Step-by-step directions for purchasing event insurance coverage through the City of Ottawa IRC Portal.

Go to: <https://CityofOttawa.InstantRiskCoverage.com/> and follow the instructions below. This link takes you to the Gallagher Insurance Login/ Sign Up web page.

- 1. SIGN UP** — Click on “*Click here to Sign Up*”. Complete the fields with first name, last name, contact information and create a password. Save this information for possible future rentals. If you have created an account with this system previously, just enter your email address and password to Sign In.
- 2. LOGIN** — You will be asked to log back in using the Email and Password you created. After logging in, you will see two questions relating to the Use of Application Agreement. After answering, click “*Confirm*”.
- 3. APPLICANT** — Complete the applicant information. Add your name or the company's name and address. This will allow the policy documents to be issued from the system. Once the information is complete, click “*Next*”.
- 4. VENUE/EVENT** — The questions on this page that will prompt you through the process of identifying the type of event and the coverage required. Once you've finalized the details about the facility and the type of activity, click “*Next*”.
 - **Tip:** When asked for the name of the venue, type in “Huntley” (no quotes) and select: “Huntley Community Centre, Park, and Ball Diamonds and Outdoor Rink.”
 - **Tip:** Rental/Booking Number: Enter 1234.
 - **Tip:** Event Type: Select “Non-Sporting Events”, “Sporting Events”, or “Sporting Instruction/Coaching” as appropriate.
 - **Tip:** Select the activity...: Select appropriate activity from drop-down list.
- 5. DATES** — Enter the times and dates of your event. Don't include set up and tear down times. You can add one or several dates. Once done, click “*Next*”.
- 6. REVIEW** — Review of the details and correct anything that is not correct on what type of coverage, or limit of coverage you are purchasing, as well as the applicants' details. You will also have to answer a few more questions regarding yourself/the company and the event. Click “*Quote*”.
- 7. QUOTE** — You will be presented with a quotation for the insurance coverage you wish to purchase. Should you wish to proceed, click “*Purchase*” at the bottom of the page.
- 8. PURCHASE** — The system will ask a few additional questions to assure you understand the coverage and exclusions in the policy. Once you confirm, click “*Checkout*”. You will be directed to the payment page to enter your credit or debit card information.
- 9. POLICY DOCUMENTS** — Once the payment is completed. The system will automatically provide you a

PDF of the document as well as send a copy to your registered email. A copy is also sent to the HCC/ODR manager which confirms your booking.

10. NEED HELP? — If you have any questions during this process, reach out to our support team at Support@instantriskcoverage.com or call 1-(800)-517-1390.

11. REVIEW OF PRIOR PURCHASES — should you not purchase immediately or wish to download past purchase. Click on “My Account” then “Application History”. All your prior applications will be there, and you'll be able to continue from where you left off.