



## Upload Guide

- Navigate to RiskRelease web page ([www.RiskRelease.com](http://www.RiskRelease.com))
- Select “Upload” and move through the tabs to populate your resident information

Your Basic Information

**Resident Verification**

First Name\*

Last Name\*

example@riskrelease.com\*

(123)456-7890\*

☐ By clicking this box, you authorize RiskRelease to send you a one time message and agree to the RiskRelease [Terms and Conditions](#) and [Privacy Policy](#)

Community Information

**Upload**

Enter and select "Unit-Number" from drop-down

Apartment Community Name\*

Enter and select your unit number\*

Your Apartment Address

City

State

Zip Code

Insurance Information

**Upload**

Insurance Company Name\*

Policy Number\*

Policy Start Date\*

Policy End Date\*

Personal Limit of Liability

Additional Interest Information

**Upload**

Don't Know What an Additional Interest is? No worries, [click here](#) for a quick explanation.

Additional Interest Name\*

PO Box

City

TX


Zip Code

- On the final tab, upload your actual insurance documents. Ensure that all required information shows on what you upload.

Proof of insurance

**Upload**

Please... upload file less than 5MB

 Click here or drag your document here to upload your Proof of insurance.

- The Proof of Protection Support Team will review the upload and determine if the policy is compliant with the requirements within 48 hours.
- Non-compliant insurance will be automatically enrolled in the RiskRelease program.