## Overview

If you receive an e-mail notification indicating that your company's insurance has expired or is about to expire you must enter the new insurance information within in iSupplier Portal. These instructions show how to enter all items on the Insurance Certificate.

1. *Go to* https://ebusiness.ameren.com *and login.*

2. *Click **AMPOS Profile Manager**.*

3. *Under the General Section*

   Note: Under the General Information you must add the PDF of your insurance certification under the Add Attachments Section.
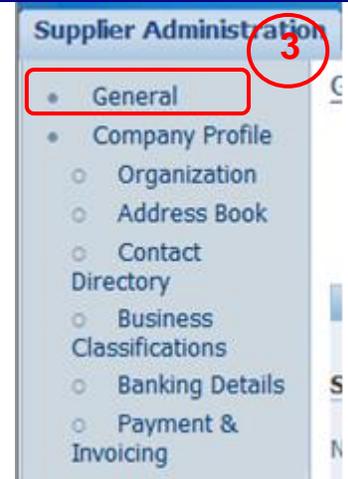
4. Click **Add Attachment**

   Note: All Attachments must be in PDF or Word Document form.

5. Title your Insurance Certificate with the Name **Insurance certificate 20XX**(insert year here.).

6. Leave the category **From Supplier**

7. *Leave the Type as File*

8. *Click Browse (find your insurance certificate on your company's computer)*

9. *Click Open (Your document will appear in the box next to the browse button*

10. *Click Apply*

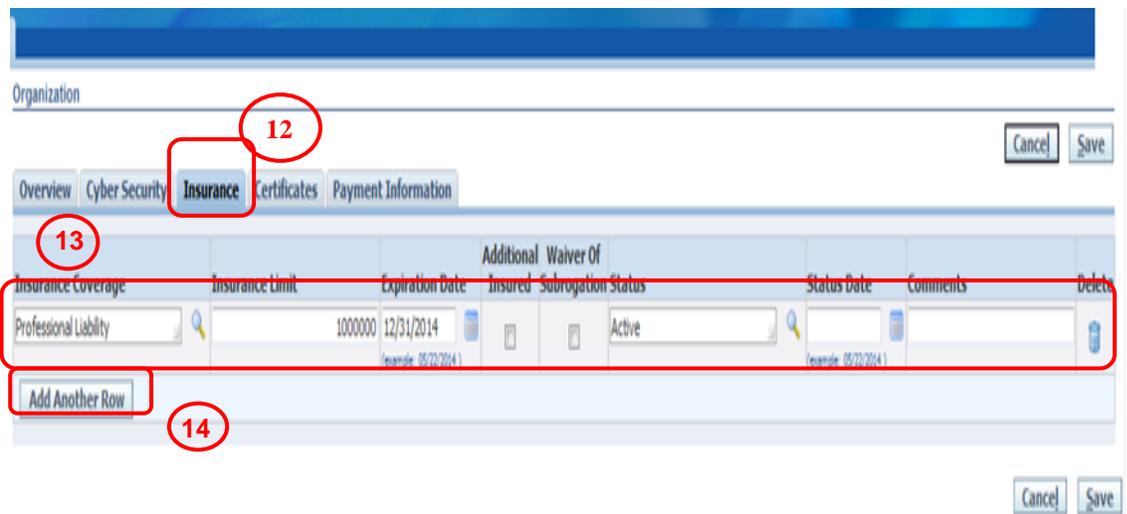|		
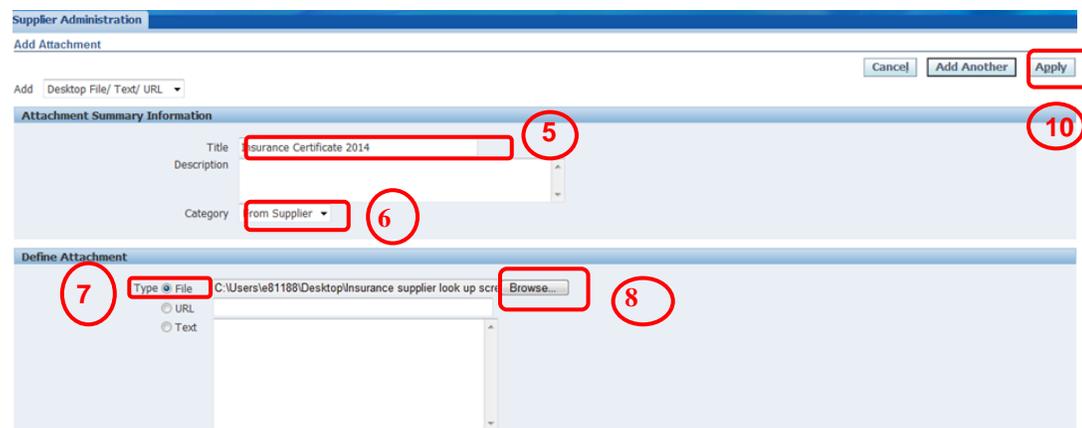
11. Click the **Organization** Link on the Right		**Supplier Administration**
		
		• General
		• Company Profile
		  ○ Organization **(11)**
		  ○ Address Book
		  ○ Contact Directory
		  ○ Business Classifications
		  ○ Banking Details
		  ○ Payment & Invoicing

12. Click The **Insurance Tab**. **13.** Enter your Insurance Coverage that's shown on your insurance certificate. **14.** Click on **Add Another Row** to add more rows for the various types of insurance coverage (Coverage, Limit & Expiration Date are required) that your company provides(a Full Listed is below). **15.** Click Save		Organization Overview Cyber Security **Insurance** Certificates Payment Information | Insurance Coverage	Insurance Limit	Expiration Date	Additional Insured	Waiver Of Subrogation	Status	Status Date	Comments	Delete
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Professional Liability	1000000	12/31/2014			Active				 Add Another Row **(14)**
NOTE: These are the various types of Insurance Coverage available to select iSupplier Portal: Submit Ins		**Search** To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By [Display Name ▼] [_____] [Go] **Results** 	Select	Quick Select	Display Name	Description
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○	📋	Aircraft Liability	Aircraft Liability
○	📋	Airport Liability	Airport Liability
○	📋	Auto Liability	Auto Liability
○	📋	Environmental Liability	Environmental Liability
○	📋	Excess Umbrella	Excess Umbrella
○	📋	Garage Liability	Garage Liability
○	📋	General Liability	General Liability
○	📋	Pollution Liability	Pollution Liability
○	📋	Professional Liability	Professional Liability
○	📋	Worker's Compensation	Worker's Compensation	