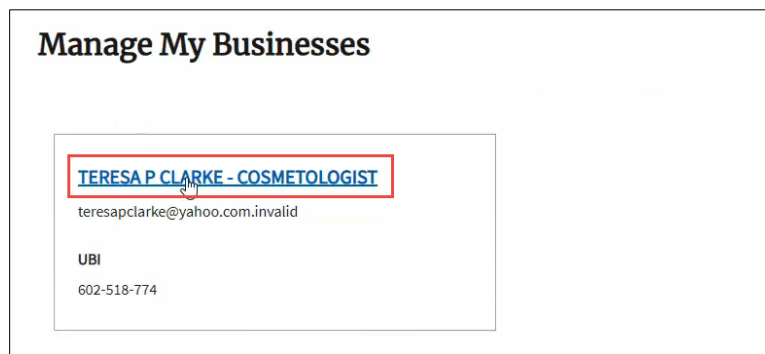


Update Insurance or Bond Information

1. **Click** Business Licenses link from the top menu of the Professional and Business Licensing Home page.



2. **Click** link in tile for business you want to update insurance or bond information for at the Manage My Businesses page.



3. **Click** link for license you want to update insurance or bond information for at the Business Licenses page.

TERESA P CLARKE - COSMETOLOGIST

UBI: 602-518-774

Email: teresapclarke@yahoo.com.invalid

Business email: teresapclarke@yahoo.com.invalid

Business Phone: 509.899.2050

Primary Contact Name:

Primary Contact Phone:

[Update business information](#)

Licenses	Account Relationships	Unsubmitted Applications	
License	License Type	Expiration Date	License Status
43452	Salon Shop	May 13, 2021	Active
			Sub-status
			None

4. **Click** More Actions link from the list of options at the right-hand side of the page.

Business Relationships

License Number: 43452	License Type: Salon Shop	Status: Active	Generate License Manage Courses Finding More Actions
Business Name: TERESA P CLARKE - COSMETOLOGIST	Doing Business As: None	Phone: 509.899.2050	
Email: teresapclarke@yahoo.com.invalid	Physical Address: 701 N WATER ST ELLENSBURG, WA	Mailing Address: 961 46 RD ELLENSBURG, WA	
First Issue Date: July 21, 2005	Current Issue Date: June 05, 2020	Expiration Date: May 13, 2021	
Sub-status: None	Web-Address: None	Discipline: None	
Program: Cosmetology			

5. Click Update Financial Guarantee.

The screenshot shows the 'Business Relationships' page for a license holder. The page displays various details about the license and the holder. A dropdown menu is open on the right side, with the 'Update Financial Guarantee' option highlighted in blue and a red box around it. The dropdown menu also includes options like 'Generate License', 'Manage Courses', 'Finding', 'Update Physical Address', 'Update Print Name', 'Close Your Business', 'Update DBA Name', and 'Less Actions'. Below the dropdown menu, there are tabs for 'Branches', 'License Relationships', 'Unsubmitted Applications', and 'Submitted Applications'. The 'License Relationships' tab is currently selected.

License Number:	License Type:	Status:
43452	Salon Shop	Active

Business Name:	Doing Business As:	Phone:
TERESA P CLARKE - COSMETOLOGIST	None	509.899.2050

Email:	Physical Address:	Mailing Address:
teresapclarke@yahoo.com.invalid	701 N WATER ST ELLENSBURG, WA	961 #6 RD ELLENSBURG, WA

First Issue Date:	Current Issue Date:	Expiration Date:
July 21, 2005	June 05, 2020	May 13, 2021

Sub-status:	Web-Address:	Discipline:
None	None	None

Program:
Cosmetology

Branches	License Relationships	Unsubmitted Applications	Submitted Applications
	Selected		

Owners

6. Select the appropriate option from the Financial Guarantee dropdown.

The screenshot shows the 'Update Financial Guarantee' page. The page has two tabs: 'Request Information' (selected) and 'Attachments'. Under the 'Request Information' tab, there is a dropdown menu for '* Financial Guarantee Type'. The dropdown menu is open, and the 'Insurance' option is highlighted in blue and a red box around it. Other options in the dropdown menu include 'Select', 'Surety Bond', and 'Other'. A 'Back' button is visible below the dropdown menu.

7. The insurance or bond information you already have on file will be displayed.

Request Information

* Financial Guarantee Type

Insurance

Financial Guarantee 1

* Bond or Insurance Company Name

LIBERTY MUTUAL

* Bond or Policy Number

BLA(19)57848053

* Effective date

June 28, 2016

* Continuous Bond

Yes

No

* Bond or Policy Amount

\$1,000,000.00

8. **Update** the appropriate fields.

- If you have more than one Financial Guarantee type, **update** the information for Financial Guarantee 2 information as needed.

Request Information

* Financial Guarantee Type
Insurance

Financial Guarantee 1

* Bond or Insurance Company Name
Insurance R Us

* Bond or Policy Number
139952114598

* Effective date
June 28, 2020

* Continuous Bond
 Yes
 No

* Bond or Policy Amount
\$1,000,000.00

9. When all updates are made, **click** Continue at the bottom of the page.

Financial Guarantee 2

Bond or Insurance Company Name

Bond or Policy Number

Effective date

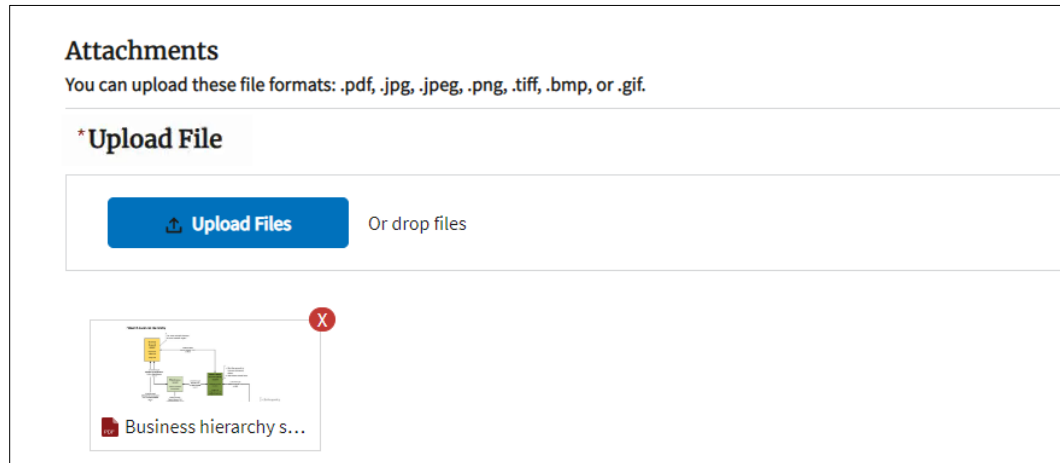
Continuous Bond
 Yes
 No

Bond or Policy Amount

[Back](#) [Continue](#)

10. **Upload** the updated insurance or bond document.

- **Click** Upload Files, **navigate** to the file you want to upload and **double-click** on the file. **Click** Done at the Upload files pop-up when it is active (blue).
- You can only upload ONE document under each heading.
- The uploaded file will be displayed. If you need to remove the file, **click** the X in the upper-right hand corner of the uploaded file.



11. Review your answers and uploaded document

- If you need to edit information, click the Back button (lower left-hand corner of the page) until you reach the page where you need to make the correction. Then click Continue at each page until you return to the Review and Submit page.

Review and Submit

Questions Review

Financial Guarantee Type
Insurance

Bond or Insurance Company Name
Insurance R Us

Bond or Policy Number
139952114598

Effective date
June 28, 2020

Continuous Bond
Yes

Bond or Policy Amount
\$1,000,000.00

Mandatory Submission Review

Upload File
Business hierarchy schema.pdf

12. **Enter** your name as it appears below the signature box (not case sensitive) and **click** Continue.
- If the name that appears on the signature page is not the name you used to create your SAW login, then you have incorrectly linked someone else's professional license to your login. Contact the program for instructions on how to correct this error.

Declaration
I certify, under penalty of perjury in the State of Washington, that all the information I've provided in this application and any associated documents is true, complete, and correct.

Signature
Please type your legal name as shown below.

Belinda Boysenberry

Belinda Boysenberry

Back Submit

13. **Click** Ok at the Successfully Submitted pop-up.

Successfully Submitted

Thank you for submission of your request.

Ok

14. **Provide** user feedback with comments and/or a star rating and **click** Continue OR **click** Skip.

Submit your Feedback

Your feedback is important to us and will help us improve our application. Comments are reviewed weekly. If you have questions, please go to the following URL to find contact information :

<http://www.dol.wa.gov/contact/professions.html>

Comments

Worked great! Thank you!

★★★★★

Submit Skip

15. The information is updated in the system immediately.