

Instructions for Requesting Special Events Coverage

1. Go to <https://www.kandkinsurance.com/programs/event-insurance/catholic-diocese-tulip-insurance#overview>
2. Click on the orange "Apply Online" button.
3. In the "Diocese Name" field, select "Roman Catholic Diocese of Crookston", then press the "Search" button."
4. Click the circle next to the parish where the event is being held, then press the "Continue" button at the end of the list.
5. Click the circle next to the type of event, then press the "Continue" button at the end of the list.
6. Enter the questions regarding the date(s) of the event, number of attendees, and other items, then press the "Continue" button.
7. Answer the question about ineligible operations, then press the "Continue" button.
8. Review the information on the next screen, then press the "Continue" button.
9. Review the information on the next screen, then press the "Continue" button.
10. Enter your personal information, then press the "Continue" button.
11. Enter the name of the event, then mark if the event is annual or not, then press the "Continue" button.
12. On the Certificate of Insurance Requests page, all you need to do is press the "Continue" button at the bottom of the page.
13. Read the Warranty and Disclosure Statement, then click the button next to "I have agreed to all of the above terms". Enter your first and last name, choose the appropriate option from the dropdown box, then press the "Continue" button.
14. Verify that all information is correct, then click the "Continue to Payment" button.
15. The program will then have you create an account if you do not have one already. Please follow the steps to create an account.
16. Once you have either logged in or created an account, it will ask you to provide a name for the event. Please enter one then click "Save".
17. Follow the steps to pay for the coverage.