

### **MBA TRAILER LIABILITY WEBSITE INSTRUCTIONS**



#### **Step 1:** Enter <u>www.mbatrailer.com</u> in the address bar of your browser.

Before proceeding with the insurance addendum purchase, be sure to have access to the following information:

- Rental Operator's Policy Number (6-digits)
- Vehicle Identification Number (last 6 characters)
- Rental Dates
- Payment Information

	Purchase Rental Insurance with MBA Insurance!					
	By purchasing an insurance addendum, MBA Insurance extends coverage to the Renter from the Rental Operator's policy. Coverage includes State Statutory Limits of Liability. When submitting the following information, you agree to the terms and conditions of the insurance addendum. No coverage will be provided until MBA Insurance has received this information and your payment. You will be able to print your insurance addendum once your information has been verified and accepted. Note: You will be asked to provide this insurance addendum to your Rental Operator before the Trailer will be released.					
		<ul> <li>Rental Operator's Policy Number (6-digits)</li> <li>Vehicle Identification Number (last 6 characters)</li> <li>Rental Dates</li> <li>Payment Information</li> </ul>				
	Verify Your Rental Operator  IMPORTANT: This application must be completed only by the person seeking rental insurance through MBA Insurance.					
	To qualify for purchasing an MBA insurance addendum we must verify that your Rental Operator is an MBA Insurance client. Please enter your Rental Operator's policy number below.					
o 2 ——	Policy Number: 403299					

### Step 2: Enter the Rental Operator's 6-digit policy number. Select Next Step.

\*This information must be provided to you by your Rental Operator.

	Input Rental Period and Renter Information				
	IMPORTANT: This application must be completed only by the person seeking rental insurance through MBA Insurance.				
	Please confirm that the name listed below matches your rental operator.				
	Test Client Name				
р 3 ———	Yes, this is my Rental Operator.				
	Rental Coverage Period				
	Note: An addendum may only be issued within 7 days prior to your pickup date. An addendum may span a rental period up to 30 days.				
	*Begin Coverage: 04/16/2018				
	*End Coverage: 04/24/2018 Step 4				
	Please enter the last 6 characters of the VIN or Vehicle Stock Number below.				

**Step 3:** Confirm that the name listed matches the name of your Rental Operator by selecting the check box.

**Step 4:** Select the addendum dates for the rental by clicking in the Begin Coverage and End Coverage boxes displayed on your screen.

\*Please note an addendum cannot be purchased more than 7 days prior to your pickup date. An addendum may span a rental period up to 30 days.

**Step 5:** Enter the last 6 characters of the VIN or the Stock Number for the unit you are renting.

**Step 6:** Select the Check Availability button. If the vehicle is available, a success message will appear below the Check Availability button.



## **Step 7:** Select or reject the optional Supplemental Liability Insurance (SLI) coverage offered.

# **Step 8:** Select or reject the optional Personal Effects/Personal Accident (PEI) coverage offered.

\*Please note PEI cannot be purchased unless SLI has been purchased.

	Renter's Information
*First Name:	
*Last Name:	
*Address:	
*City:	Step 9
*State or Province:	
*Postal Code:	
*Country:	United States ~
*Telephone:	
*Email:	
	Step 9 Next Step

**Step 9:** Enter the first name, last name, address, phone number and email address of the primary renter. Select Next Step.

\* Please contact MBA with any issues related to International addresses

	Warning: DO NOT us click on the Home but	e the back button in your brow ton to start over.	ser. If information needs t	o be changed, please		
	Acceptance of Terr	ms and Payment Inform	nation			
	IMPORTANT: This applicati	ion must be completed only by the pe	rson seeking rental insurance t	through MBA Insurance.		
	Purchase terms and co	onditions:				
	I understand and agree that this insurance is is non-transferable and only provides coverage for the Additional Insured listed on the					
	insurance addendum and any other person specifically identified as an additional driver on the rental agreement. <ul> <li>I understand and agree that the Rental Operator must be contacted in order to make any changes to this insurance addendum.</li> </ul>					
		MBA Insurance's privacy statement and				
	<ul> <li>You must check the box be</li> </ul>	low to acknowledge the above to procee	d with your purchase.			
Step 10	I accept the terms and	d conditions.				
	Enter your credit card	information just as it appear	s on your billing stateme	ent:		
	Total Charges:	\$377.10 USD (9 days @ \$21.00 +	\$14.95 per day + \$5.95 per day)			
	*First Name:	Example				
	*Last Name:	Example				
	*Address:	Example				
	*City:	Example				
	*State or Province:	Arizona	~			
	*Postal Code:	85203				
	*Country:	United States	~			
	*Card type:	Visa	✓ ◀			
		*We accept Visa,Mastercard,AME>	Discover.			
	*Card number:					
	*Expiration:	Month	✓ Year	~	7	Step 11
	*Card Verification Number:					
	*The charge for rental insu will appear as "MBA SLI In	rance will appear on your statement of surance".	is "MBA Rental Insurance". Any	y SLI and PAI/PEI charges		
				0	*	
				Purchas	e	

**Step 10** Read the Purchase Terms and Conditions and accept by selecting the check box.

## **Step 11:** Enter the payment information required. The address provided must match the billing address associated with the card. Select Purchase.

\*Warning: Do not use the back button if information needs to be changed. Please select the Home button and start over from the beginning. Selecting Purchase more than once will result in multiple transactions/charges.



**Step 12:** The confirmation page will show a successful transaction message. Select the Print Addendum button to print a copy of the addendum (s). A confirmation email with the addendum (s) will automatically be sent to the email address provided.