The user can register if first time user or login if already a registered user. If a new user, click on ‘Buy Online’ to start the application process (go to page 3 in this document).

*Renewing Coverage - If the user purchased coverage through online website the previous year, after logging in see the note about renewing coverage on page 2.

(https://www.kandkinsurance.com/sites/americanlegion/Pages/Home.aspx)

During the application process, all required fields need to be completed and any calculate buttons need to be clicked.

Program contact information.

Phone: 800.441.3994 ext. 5508 or 5053
Fax: 260.459.5120
Claims: 800.237.2917

Email: hollie.lamle@kandkinsurance.com  
morgan.purk@kandkinsurance.com
*Renewing Coverage – If the user is renewing coverage, after logging in click on the View My Account link.

On the next screen displayed the user will see previous online purchase(s) under the Coverages Purchased section. The user can click on the Renew/Reapply link on the right side of the screen on the same line as the previous year’s purchase and they will be taken to the beginning of the online application process.

Please Note: The image below is for illustrative purposes only. The user’s purchase information will be displayed.

The user will see the information entered from the previous year. The user needs to click the Continue button at the bottom of the screens to move through the online application process making any needed changes. See pages 2-6 of this document for reference for the online application process.

On the Certificate of Insurance Request screen, any additional insured certificate(s) taken out online for the previous year’s purchase will be at the bottom of the screen. If a certificate from the previous year is not needed, click on the Delete link next to that certificate to remove it. If a new additional insured certificate is needed, follow the steps on the screen. When done, click the Continue button to move to the next screen in the application process.

When on the Final Summary screen, go to page 7 of this document.
The user enters the required data and clicks the ‘Continue’ button.

The user selects the Liability Plan and Accident Plan best suited to their team ‘Continue’ button to move to the next screen.

Please Note: The image shown below is for illustrative purposes only and premium amounts are subject to change by policy period.

*Coverage will expire on March-01 of the following year.

*Coverage is effective on the day and time that payment is made and will expire on 03/01 of the following year.
If you are not logged in, you will not see the ‘Insured information is the same as login information’ box. Checking this box will fill in all the required mandatory fields except the ‘*Team name:*' field.

After entering the team name, click the ‘Continue’ button to move to the next screen in the online application.
The ‘Yes’ button is automatically selected on the Certificate of Insurance Request screen. If additional certificates are needed, enter the required information and click on the Add This Certificate button. When all certificates have been added, click on the Continue button.

If no certificates are needed, click ‘No’ then the Continue button to move to the next screen in the application process.

When the user clicks on the Add This Certificate button, the certificate is moved to the bottom of the screen.
The user needs to check the box, enter the first name and last name then select the relationship to the insured. Click the ‘Continue’ button to move to the next screen.
See the bottom of the final summary screen for options available on this screen.

Saving the application is a required step to purchase coverage. It is also required if you want to save the information on the application and purchase later.

Click the ‘Continue to Payment’ button to make the purchase online. The method of payment is selected and the appropriate payment screens will come up after the user clicks on the ‘Continue’ button.

After the payment has been processed the purchase summary screen will come up. From here the user can print out the coverage documents. An email will also be sent to the registered user’s email address containing the purchase summary along with the coverage documents.