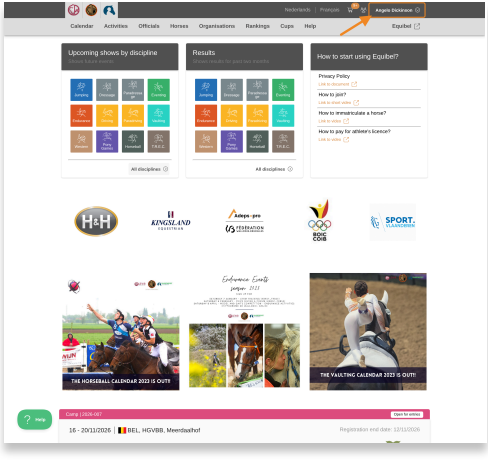
How to Order Day Insurance for One Person

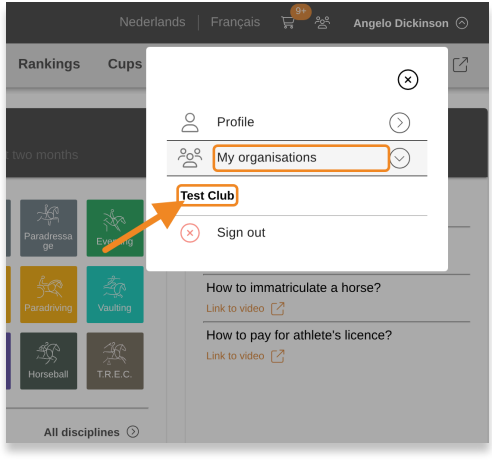
Step 1

Click your profile button in the upper-right corner of any page.



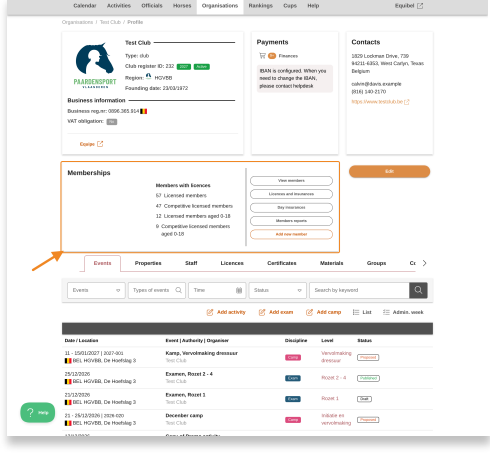
Step 2

Open **“My organisations”** and select your club.



Step 3

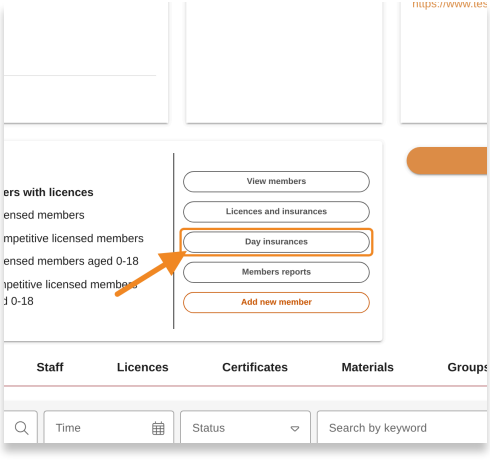
On your club page, find the **“Memberships”** section.



How to Order Day Insurance for One Person

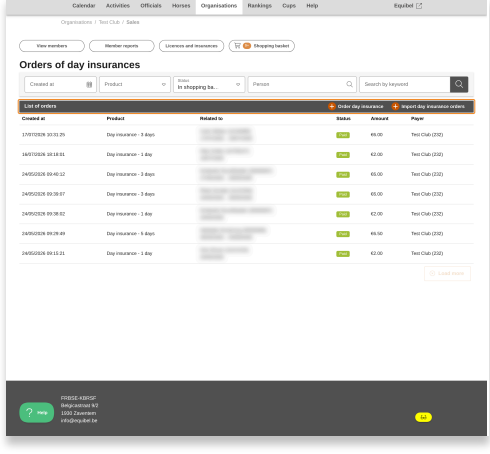
Step 4

Click **“Day insurances”**. The **“Orders of day insurances”** page opens.



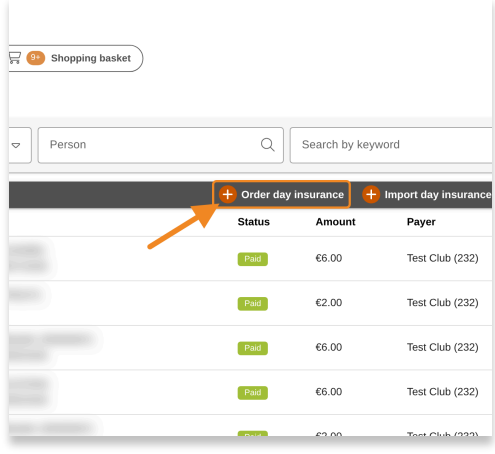
Step 5

This page lists your club’s day insurance orders. Find the **“List of orders”** bar.



Step 6

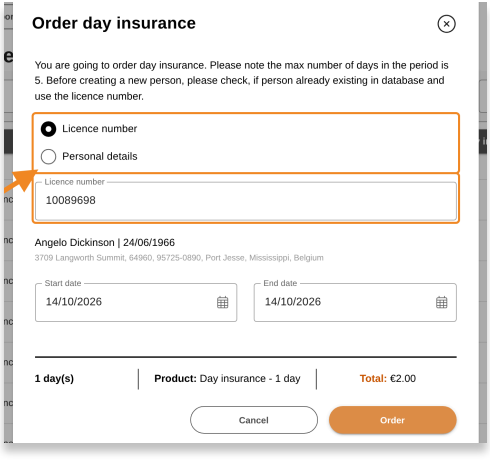
Click **“Order day insurance”**, on the right of that bar. The order form opens.



How to Order Day Insurance for One Person

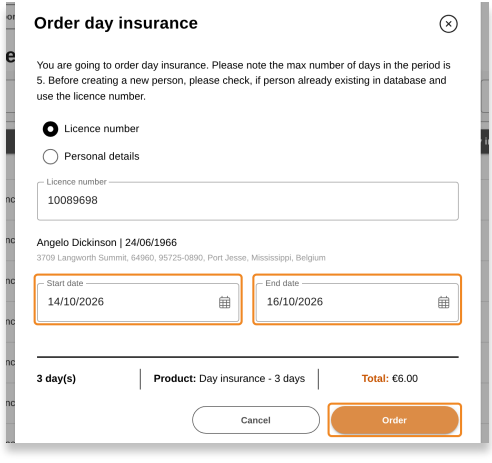
Step 7

Choose **“Licence number”** and enter it, or **“Personal details”** and fill in all four fields. Check that the right person appears.



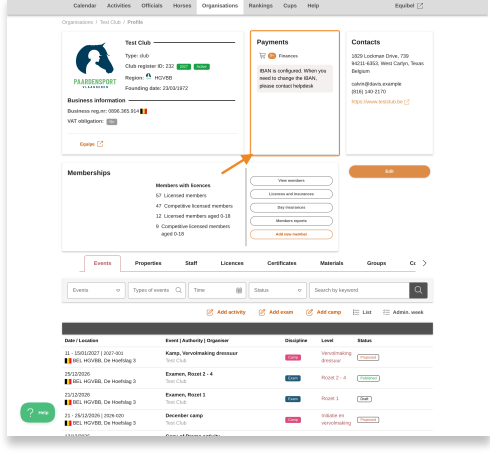
Step 8

Set the **“Start date”** and **“End date”**, at most 5 days in a row. Check the product and total, then click **“Order”**.



Step 9

To pay the order, go back to your club page and find the **“Payments”** section.



How to Order Day Insurance for One Person

Step 10

Click **“Finances”** and pay the order within 30 days. Your club then gets a proof of payment.

