

Uploading Your Proof of Renters Insurance

If you have already purchased renters insurance, you will need to upload proof of coverage within your RentCafé Resident Portal. *Please note: All adult occupants MUST be covered by an insurance policy.*

1. Log into the RentCafé Resident Portal and select **Insurance** under **Renter Essentials**.
2. When the next screen appears select **Attach Policy**.
3. Review the requirements shown here and make sure your insurance document meets the minimum requirements. (Failure to meet the minimum requirements may result in enrollment into the Master Policy Fee until requirements have been met.)
4. You will then see the upload box on-screen – click **Choose Files** and select the document to be uploaded.
5. Next, click the **Upload** button. Your policy will then appear and show as loaded and is now visible to your property management staff and attached to your resident record.

Select Insurance
under Renter
Essentials

Click Attach Policy

Click Choose Files,
select the document,
and click Upload

