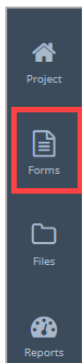# New Builder's Risk Policy
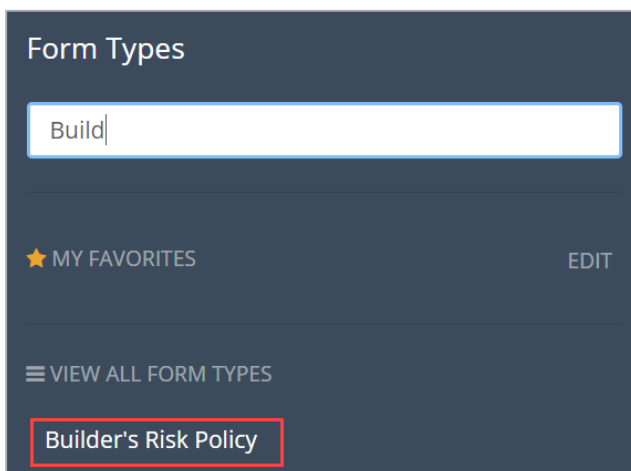
This document will capture the information for the Builder's Risk Policy obtained by DGS. This form is typically created by the DGS team.

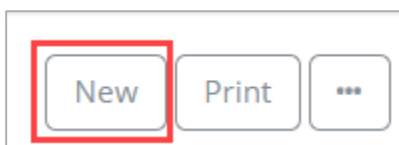**Creating a New Builder's Risk Policy**

1. Within the project, click the **Forms** icon on the left navigation pane.

2. In the search field, begin typing **Build** and the form will appear in the forms list. Click the **form name** to open the log.

3. The New Builder's Risk Policy log will open. Click the **New** button in the top right corner of the screen.

4. Enter the title of the document in the **Subject** field. Note, this is a required field and information must be entered to save the document.

> **Subject**   * Required
>
> Type the Subject

5. Type the name of the **Issuing Company**.

> **Issuing Company**

6. Enter the **Policy Number** from the policy documents.

> **Policy Number**
>
> Type the Policy Number

7. Enter the **Coverage Amount**. This information can be obtained from the policy documents.

> **Coverage Amount**
>
> $0.00

8. Enter the total **Cost** for the policy. This can be found in the MOU.

> **Cost**
>
> $0.00

9. Click inside the **Effective Date** to open the calendar tool and click a date to select. The date info can be found in the policy documents.

> **Effective Date**
>
> | ‹ | March 2020 | › |
> | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
> |-----|-----|-----|-----|-----|-----|-----|
> | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
> | 08 | 09 | 10 | 11 | 12 | 13 | 14 |
> | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
> | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
> | 29 | 30 | 31 | 01 | 02 | 03 | 04 |
> | 05 | 06 | 07 | 08 | 09 | 10 | 11 |

10. Type the name of the **ORM Contact Person**.

> ORM Contact Person
>
> Type the ORM Contact Person

11. Enter the **ORM Contact Phone Number**.

> ORM Contact Phone Number

12. Enter any applicable **Notes**.

> Notes
>
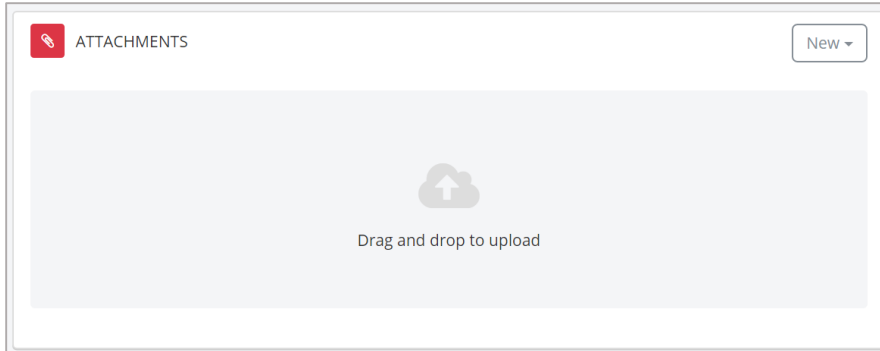> B I U S ♦ ¶ ▾ ☰ ☰ ⅋ ↺ ↻

13. Press the **Save & Share** button located in the top right corner and share with the applicable people or groups. Please note this is an internal document and should NOT be shared with external vendors.

> Cancel   Save & Share ▾

14. Once the document is shared, you will be returned to the document form. Scroll to the bottom of the form and upload the actual policy document in the Attachments section. You may use the drag and drop feature or click the dropdown button and use the upload option.
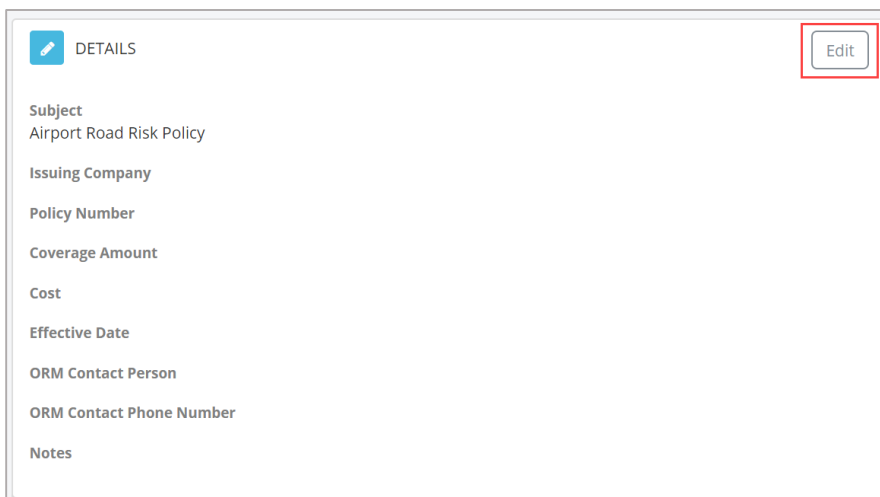
Review or Edit a New Builders Risk Policy

1. Open the Builder's Risk Policy form log and click **the title of the Builder's Risk Policy** to open the document.

2. Click the **Edit** button in the Details section.

3. Add information or make the appropriate changes. Once the edits are complete, click the **Save** button to save the document without sharing or click the **Save & Share** to share the document.