



HUSD Community Member – How To Update Liability Insurance

To Update Liability Insurance:

1. Log into FMX
2. Click on your **Account Settings** in the upper right hand corner (small icon with your image or your initials)
3. Add an attachment of your insurance to the "Liability Insurance" field
5. Scroll to the bottom and click **Save**.
4. The Support Services Specialist will then have to approve the new insurance coverage before you can request to schedule any further

rentals.

The screenshot displays the FMX web application interface. On the left is a navigation sidebar with the H-I-G-L-E-Y UNIFIED SCHOOL DISTRICT logo and menu items: Calendar, Invoices, Maintenance Requests, and Planned Maintenance. The main content area is divided into two sections. The top section is the 'Calendar' view for December 2021, with a user profile icon in the top right corner. A red box highlights the 'Account settings' option in the user menu, with a red arrow pointing to it. The bottom section is the 'Account Settings' page, which includes a 'Re-enable' button and a warning message about email delivery. The form contains fields for Organization Name (Girl Scout Troop 123), Phone Number (6149162139), and Billing Address (721 S Lazelle St). The 'Liability Insurance' field is highlighted with a red box and shows an attached file named 'Max.jpg (330 KB)'. Other fields include a 'Photo' field and a 'Formatting guide' link.