

### Your Mission, Should You Choose To Accept It...

...is to gather all of the insurance information you currently have in the house for each member of your family and to place the information into one or more forms that are always right at your fingertips.

#### Calling All Insurance

1

First grab a pencil and paper and jot down each type of insurance you and your immediate family currently have. This probably includes home owners or renters insurance, car insurance, life insurance, disability or long term health and medical.

Put aside your Medical Insurance information for now. We deal with that on another How-To Sheet called How to Create A Medical History Form. If you like you can read more about it [on our blog](#), or you can download the [Shortcut Sheet](#), by right clicking on the link above.

#### Document, Document, Document

3

Let's **document** the information that you've found.

Grab a copy of our [Financial Information Form](#), by right clicking on the link, or if you have our book *Get Your Stuff Together*, you'll find the form in the back of the book.

Using the information you have gathered, complete one form for all of the policies that cover you, your spouse, your home, your cars or anything else in your household. Then complete a separate form for each member of the family who has any kind of individual insurance coverage. Then save the forms to your computer, or print them out and put them to the side.

#### Grab Your Flashlight! This Might Get Ugly!

2

Using the list you just compiled, **locate** and **gather** all of the insurance cards and information you can find for each person living in your home.

#### Find All The Insurance Information For Each Member of Your Family

Including...

Home/Renters Insurance

Auto/Boat/Other Property

Life/Long Term Health Disability

Download and fill out one Financial Information Form containing all the policies that cover you, your spouse, your home and property

Do a separate Financial Information Form for any member of the family who has any kind of individual insurance coverage

Scan copies of all of the insurance cards and documents that you located

Save or print three copies of the form you just completed, along with the documents or other materials you located & store them in at least **three** secure, damage-proof locations

## And Now For All That Paper...

4

Scan all of the insurance cards, policies and documentation that you found and place them in a special folder on your computer desktop, along with a copy of all of the Financial Information Forms you just completed.

While you're at it, if you've never done a home inventory, take a few moments to read [our blog post](#) or download our [Home Inventory Shortcut Sheet](#) and get that taken care of right now. Then you can just toss your inventory right into the same folder. Done and done!

## Keeping Your Info Secure & Nearby

5

Place the forms and scanned documents (or if you would rather, print the forms and copy the documents) and store them in at least **three** secure, damage-proof locations.

That way if one or two of the locations are inaccessible, you'll still have all the information you need at your fingertips.

### What's Next?

**Well now that you're done Getting Your Insurance Information Together, here are More Amazing Things You Can Do In 5 Minutes Or Less**

[Create Your Family's Evacuation Plan](#)  
[Download and Back Up Your Digital Photos](#)  
[Keep Your Medical History At Your Fingertips](#)  
[Save Your Albums & Cassettes As MP3s](#)  
[Earthquake Proof Your Bedroom](#)  
[Fill Out Your Kid's Emergency Contact Card](#)

**And don't forget to share this how to sheet with your family and friends!**

**For more Tips and How To Sheets like this one, visit [The Backup Plan Blog](#), or check out our books at [GetYourStuff Together.com](#)**

*That Backup Plan of yours is coming along nicely.  
Here are a few other resources you're gonna love...*

*Laura & Jan Greenwald  
Authors/Creators of Get Your Stuff Together*



Our newest program [The Backup Plan 3.0](#)! Quick and easy steps you can take **right now**, to keep everything that's important to you, safe, sound and accessible. Each section covers a different area, from family photos, vital documents and music, to videos, computer files, family history and recipes. Just download the free Grab It & Go Forms and Action Plans (included), complete them and save them to your computer or use the ones right inside the book and you'll be ready to deal with emergencies small (a broken arm) or large (Superstorm Sandy). [Pick up your Paperback copy today at Amazon.com for \\$29.99](#) [Or the new Downloadable PDF Edition for \\$8.00.](#) [Read more about it](#)