

Catastrophic Insurance Instructions

AHSAA member school principals should have received by now an invoice that arrived as an active alert through their school's C2C account. The invoice is for your school's catastrophic insurance premium for the 2013-14 school year and should be processed and paid immediately.

To view and process the invoice, please follow the steps below:

- In the active alert box, find the invoice received on Aug. 1, 2013, then double-left click on the document.
- When the new page comes up, click on "View Invoice."
- When the invoice appears, click on "Save" at the bottom of the box.
- To print a copy of the invoice, click on "Print."
- Then, mail the printed invoice and payment to the AHSAA at P.O. Box 242367, Montgomery, AL 36124-2367.

If you have any questions, please feel free to contact the AHSAA at 334-263-6994.