

AMBA INSURANCE APPLICATION GUIDE

Phone: 866-838-9536 ΔFax: 515-993-9681 ΔEmail: plsdsteam.service@amba.info

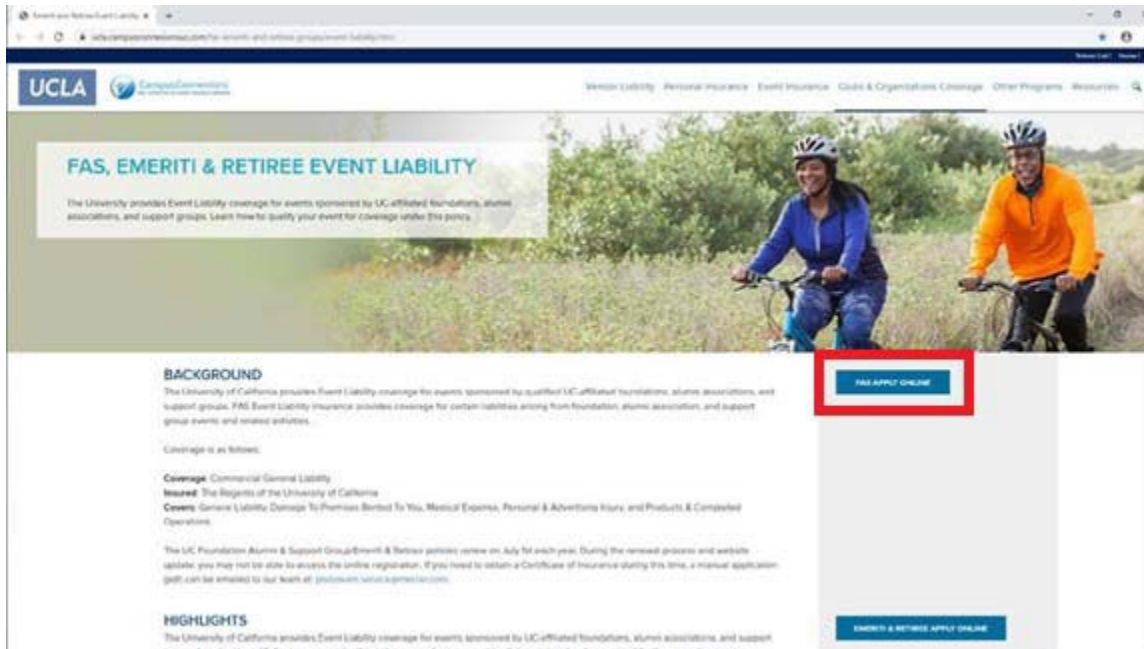
1. Go to <https://ucla.campusconnexionsuc.com/>
2. Click the section titled “**Foundation Alumni & Support (FAS) Emeriti & Retiree Groups**”

The screenshot shows the UCLA Campus Connexions website. The header includes the UCLA logo and the text "UCLA Campus Connexions Your connector to custom insurance solutions." Below the header is a banner image with the text "From students to alumni, faculty and staff to retirees, we have your campus related insurance needs covered." Underneath the banner is the heading "INSURANCE PRODUCTS" followed by three product cards. The first card is titled "Registered Campus Organization (RCO)" and features an image of a woman in a business meeting. The second card is titled "Recognized Sports Clubs" and features an image of a person receiving a massage. The third card is titled "FAS, Emeriti & Retiree Event Liability" and features an image of people cycling. Each card has a "LEARN MORE" button at the bottom.

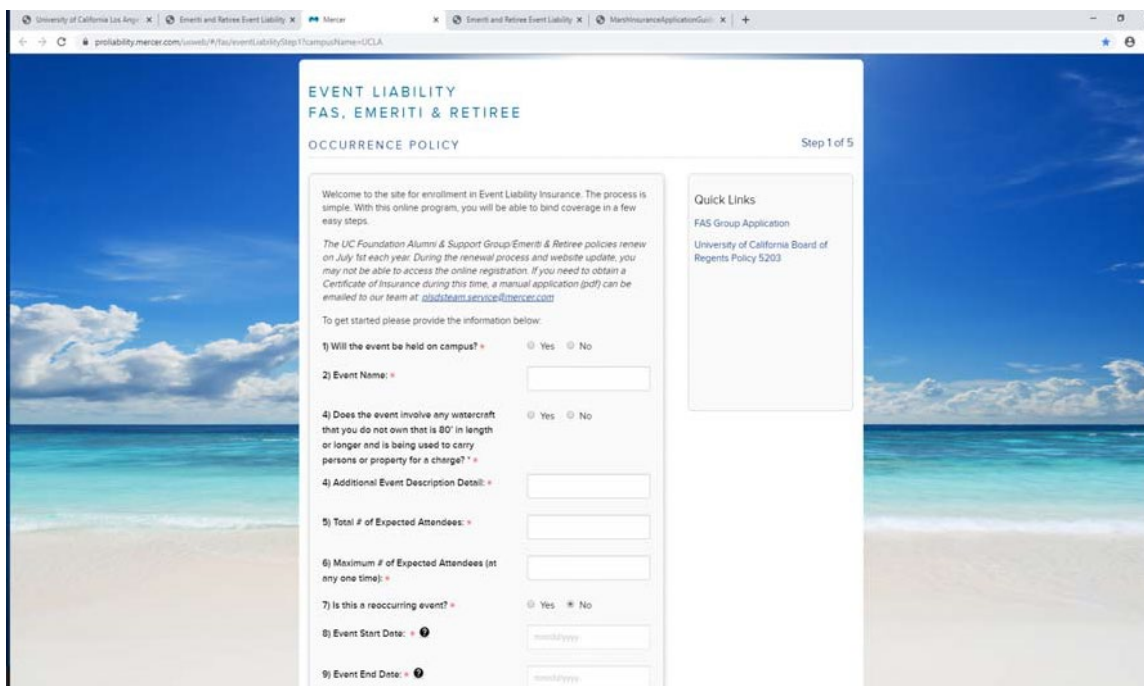
3. Click the button titled “Learn More”



4. Click the button titled “FAS Apply Online” (a new window should open).



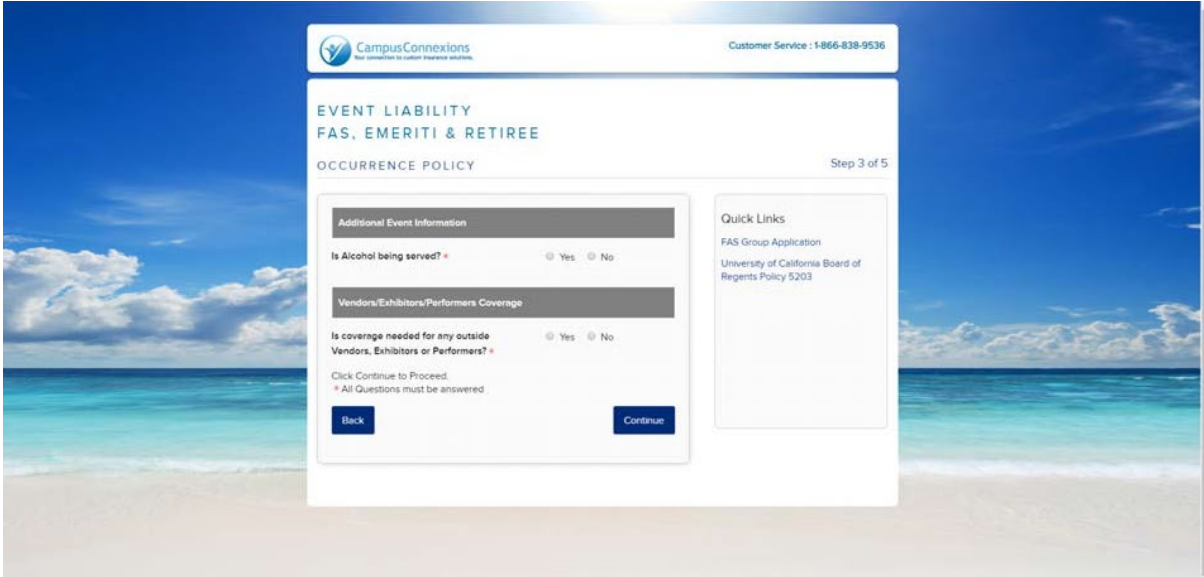
5. **Step 1:** Complete the first page of the application. If the same event is being held on a regular basis (for example, monthly meetings) at the same location, there is an option to obtain a blanket certificate of insurance (COI) to cover all of these reoccurring meetings.



Under Question 7, if you select “yes”, you will have the ability to add the number of reoccurring events and add the start and end date for each of the additional events based on the number you

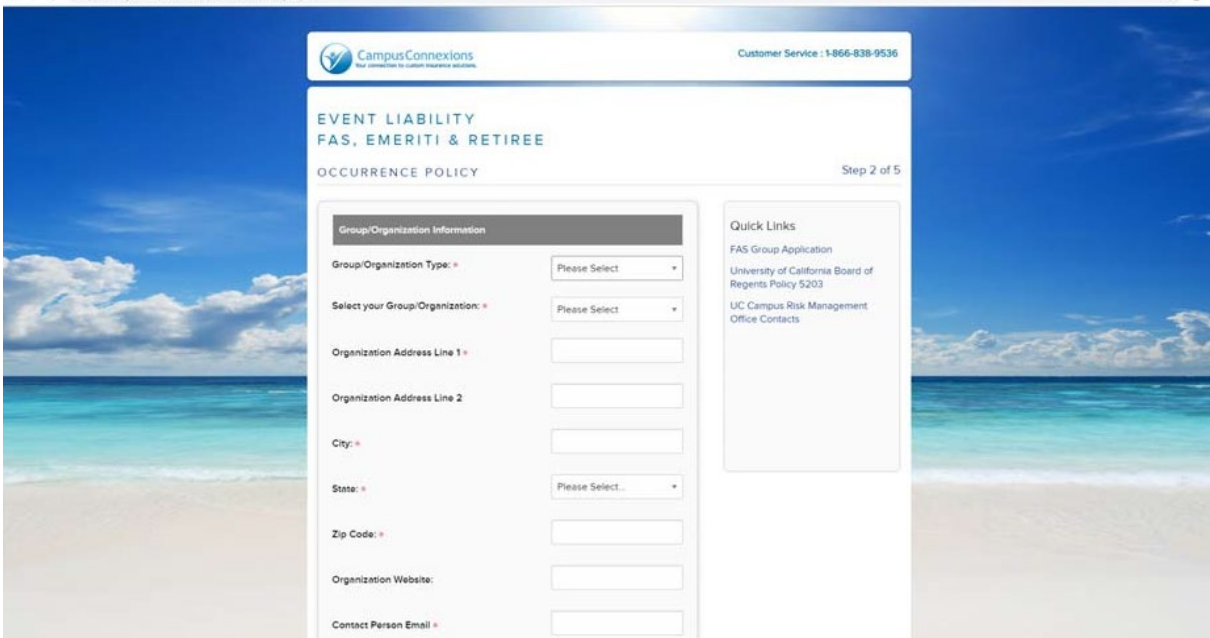
input. For example, if you enter the number 4, you get four separate event spaces to add the beginning and end dates for each. *Please note: The system prevents the addition of different locations. In order to use this feature, all events must be held at the same location and have the same attendees.*

Step 2: Select your Group/Organization type. Once you make your selection, there will be a dropdown menu to select the name of your organization. Complete the contact information and venue location information.



The screenshot shows the 'EVENT LIABILITY' form for 'FAS, EMERITI & RETIREE' at 'Step 3 of 5'. The section is titled 'OCCURRENCE POLICY'. It contains two main sections: 'Additional Event Information' and 'Vendors/Exhibitors/Performers Coverage'. In the first section, there is a question 'Is Alcohol being served?' with radio buttons for 'Yes' and 'No'. In the second section, there is a question 'Is coverage needed for any outside Vendors, Exhibitors or Performers?' with radio buttons for 'Yes' and 'No'. Below these questions are instructions: 'Click Continue to Proceed.' and '* All Questions must be answered'. There are 'Back' and 'Continue' buttons at the bottom. On the right side, there is a 'Quick Links' section with links for 'FAS Group Application', 'University of California Board of Regents Policy 5203', and 'UC Campus Risk Management Office Contacts'.

Step 3: Complete the additional information:



The screenshot shows the 'EVENT LIABILITY' form for 'FAS, EMERITI & RETIREE' at 'Step 2 of 5'. The section is titled 'OCCURRENCE POLICY'. It contains a 'Group/Organization Information' section with the following fields: 'Group/Organization Type' (dropdown menu), 'Select your Group/Organization' (dropdown menu), 'Organization Address Line 1' (text input), 'Organization Address Line 2' (text input), 'City' (text input), 'State' (dropdown menu), 'Zip Code' (text input), 'Organization Website' (text input), and 'Contact Person Email' (text input). On the right side, there is a 'Quick Links' section with links for 'FAS Group Application', 'University of California Board of Regents Policy 5203', and 'UC Campus Risk Management Office Contacts'.

Step 4: Review your policy. If all of the information is correct, select continue. If you need to make any changes, click “back” and make any changes. *Please note: if additional wording is required on the certificate, please email a manual (PDF) application to the Marsh team:*

plsdsteam.service@amba.info

If your event, or the facility being used, requires higher limits of General Liability Insurance than what appears on this page, please complete the paper application and indicate what limits are required.

Step 5: Read the Fraud notice and check that you have read and agree with. The final step is to agree to submit the form electronically.