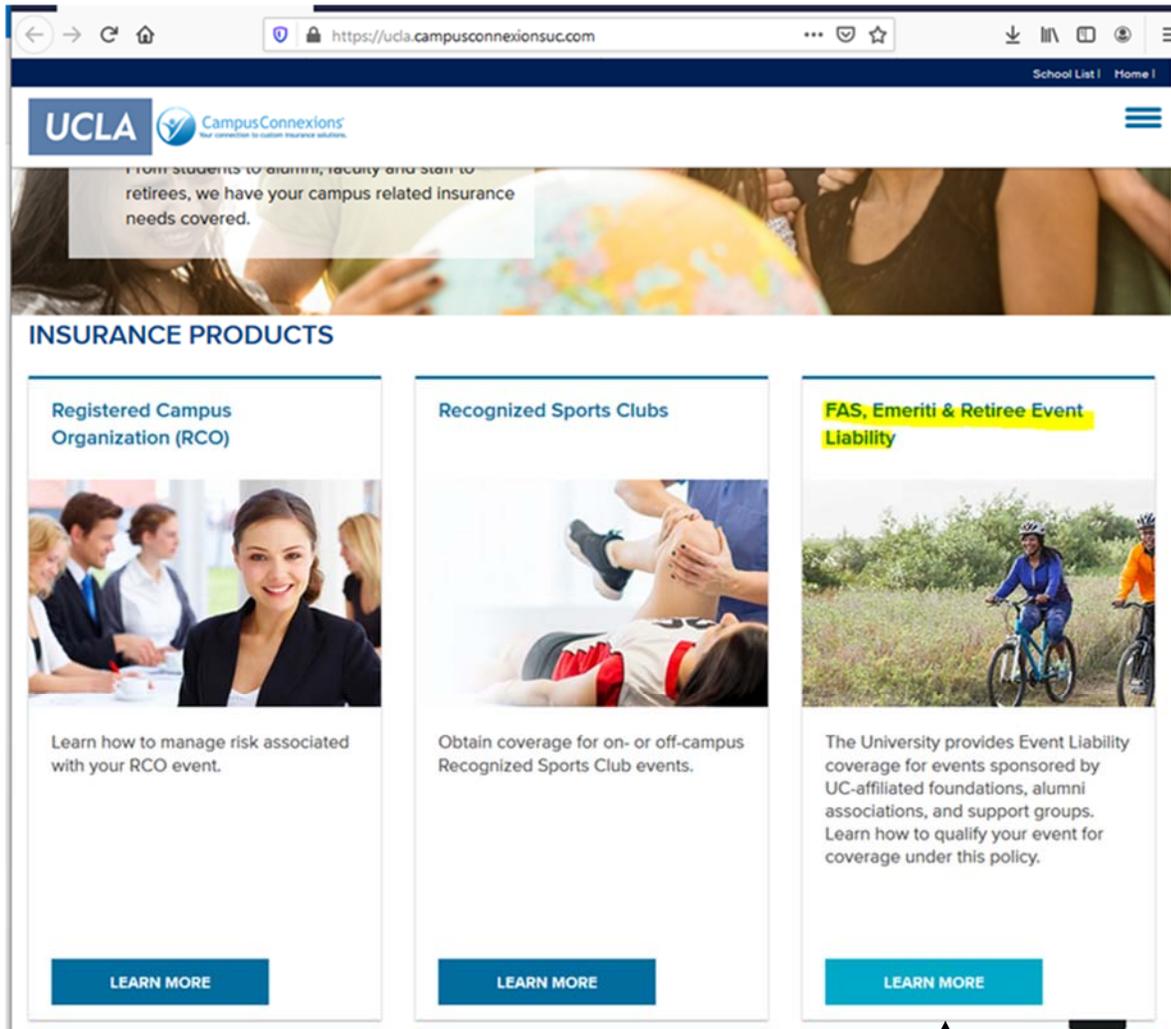


# MARSH INSURANCE APPLICATION GUIDE

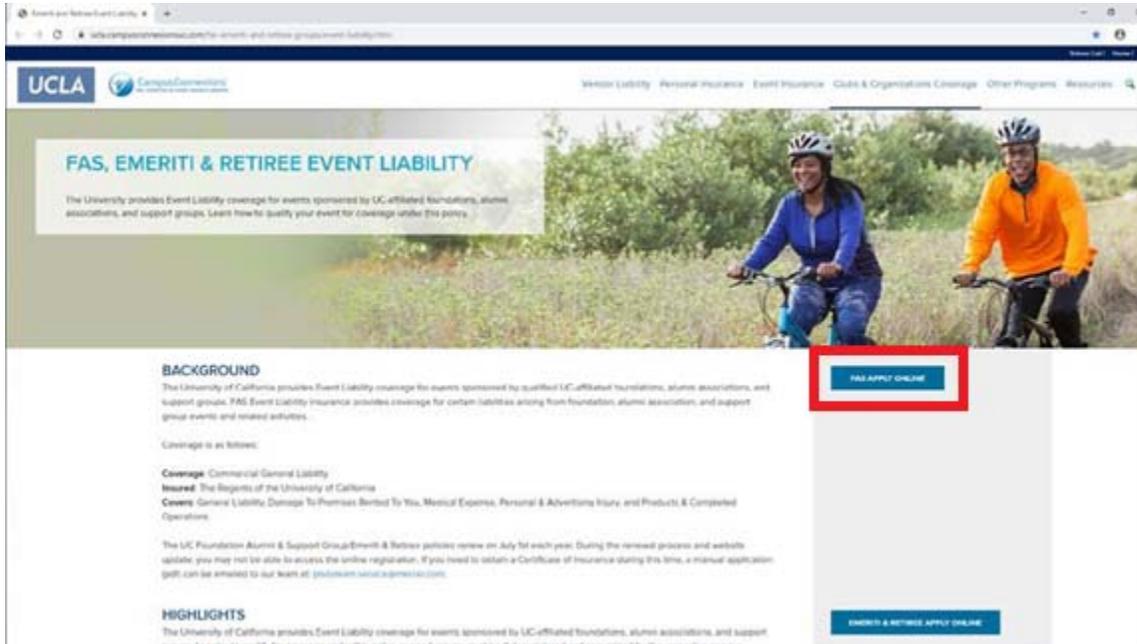
Phone: 866-838-9536 Δ Fax: 515-365-3005 Δ Email: [plsdsteam.service@mercer.com](mailto:plsdsteam.service@mercer.com)

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

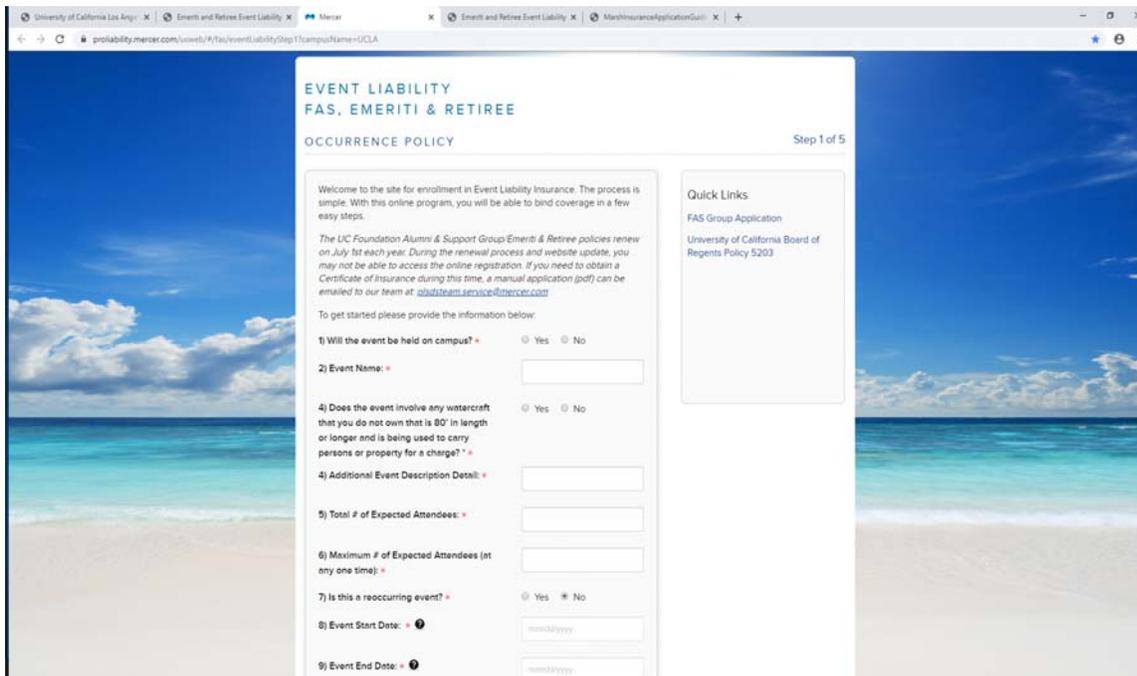


3. Click the button titled “**Learn More**”

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 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 event based on the number you input. For example, if you enter 4, you get four separate event spaces to add the beginning and end dates for each. *Please note: You will not be allowed to enter different locations for each event. 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 that option is selected, there will be a dropdown menu to select the name of your organization. Complete the contact information and venue location information.

The screenshot shows a web browser window with the URL `probaili.mercer.com/usweb/#/fa/eventLiability/step2`. The page header includes the CampusConnexions logo and the text "Customer Service : 1-866-838-9536". The main heading is "EVENT LIABILITY FAS, EMERITI & RETIREE" and the sub-heading is "OCCURRENCE POLICY". The progress indicator shows "Step 2 of 5".

The form is titled "Group/Organization Information" and contains the following fields:

- Group/Organization Type:
- Select your Group/Organization:
- Organization Address Line 1:
- Organization Address Line 2:
- City:
- State:
- Zip Code:
- Organization Website:
- Contact Person Email:

On the right side, there is a "Quick Links" section with the following links:

- FAS Group Application
- University of California Board of Regents Policy 5203
- UC Campus Risk Management Office Contacts

**Step 3:** Complete the additional information:

The screenshot shows a web browser window with the URL `probaili.mercer.com/usweb/#/fa/eventLiability/step3`. The page header includes the CampusConnexions logo and the text "Customer Service : 1-866-838-9536". The main heading is "EVENT LIABILITY FAS, EMERITI & RETIREE" and the sub-heading is "OCCURRENCE POLICY". The progress indicator shows "Step 3 of 5".

The form is titled "Additional Event Information" and contains the following fields:

- Is Alcohol being served?:  Yes  No
- Vendors/Exhibitors/Performers Coverage
- Is coverage needed for any outside Vendors, Exhibitors or Performers?:  Yes  No

Below the form, there is a "Click Continue to Proceed" message and a note: "All Questions must be answered". At the bottom of the form, there are two buttons: "Back" and "Continue".

On the right side, there is a "Quick Links" section with the following links:

- FAS Group Application
- University of California Board of Regents Policy 5203

**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 application (pdf) to the Marsh team at:*

[plsdsteam.service@mercer.com](mailto:plsdsteam.service@mercer.com).

***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 are in agreement. The final step is to agree to submit the form electronically.