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 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.

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