

AMBA INSURANCE APPLICATION GUIDE

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1. Go to <https://ucla.campusconnexionsuc.com/>
2. Click the section titled “FAS, Emeriti & Retiree Event Liability”

The screenshot shows the UCLA CampusConnexions website. The header includes the UCLA logo, the CampusConnexions logo, and navigation links for Vendors & Contractors, Personal Insurance, Event Insurance, Clubs & Organizations Coverage, Other Programs, and Resources. The main content area is titled "INSURANCE PRODUCTS" and features three cards. The third card, "FAS, Emeriti & Retiree Event Liability", is highlighted with a yellow background. It includes a photo of two cyclists and text describing the event liability coverage. A "LEARN MORE" button is located at the bottom of this card.

3. Click the button titled “**Learn More**” 
4. A new window for Campus Connexions will open.

The screenshot shows the CampusConnexions website page for "FAS, EMERITI & RETIREE EVENT LIABILITY". The header includes the CampusConnexions logo, "HOME", and "ABOUT US". The main content area features a large illustration of a woman with long black hair and glasses, wearing a white polka-dot shirt, sitting at a laptop. Several blue circular icons representing communication (speech bubble, envelope, document, bar chart) are floating around her. The text on the page reads: "FAS, EMERITI & RETIREE EVENT LIABILITY" followed by "The University provides Event Liability coverage for events sponsored by UC-affiliated foundations, alumni associations, and support groups. Learn how to qualify your event for coverage under this policy."

5. Scroll down and click the button “Apply Online” (a new window should open).

Background

The University of California provides Event Liability insurance to cover certain liabilities arising from events/activities sponsored by qualified UC-affiliated foundations, alumni associations, emeriti associations, retiree associations and support groups.

To apply and receive your Certificate of Insurance within minutes, click the Apply Online button on this page. Once on Step 2 of the application, your group should be listed in the “Select your Group/Organization” drop down menu in alphabetical order. If additional assistance is needed, please contact our service team at 1-866-838-9536. Monday-Friday. 8am-5pm (CT).

[Apply Online](#)

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6. **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 recurring meetings.

Event Information

* indicates a required field

Event Name *

Will the event take place on campus? *

Yes

No

Complete description of event(s) *

What is the total number of expected event attendees/spectators? *

What is the MAXIMUM number of event attendees/spectators, at any one time? *

Is coverage needed for any outside Vendors, Exhibitors, or Performers? *

Under the question “Is this a recurring event?” if you select “Yes” you will have the ability to add additional dates and the start and end date for each additional event.

Please note: The system prevents the addition of different locations. In order to use this feature, all events must be held at the same locations and have the same attendees.

Is this a recurring event? *

Yes

No

Event Dates *

Date 1

Start date:

End date:

[+ add date](#)

Step 2: Complete the Applicant Information page and select your Club/Organization type in the dropdown menu. Complete the Contact Information.

The screenshot shows the 'Applicant Information' form on the CampusConnections website. The form includes the following fields: Organization Name, Address Line 1, Address Line 2, City, State (dropdown), Zip Code, and Website. A 'Questions or Concerns?' section on the left provides contact information: 1-866-838-9536 Monday - Friday, 8am-5pm (CT) or via email at plsdsteam.service@getamba.com. The website header includes the CampusConnections logo and navigation links for HOME and ABOUT US.

Step 3: Complete the Event Venue page.

The screenshot shows the 'Event Venue' form on the CampusConnections website. The form includes the following fields: Location Name, Address Line 1, Address Line 2, City, State (dropdown), and Zip Code. At the bottom of the form are 'Back' and 'Next' buttons, and a 'Start Over' link. The 'Questions or Concerns?' section on the left provides contact information: 1-866-838-9536 Monday - Friday, 8am-5pm (CT) or via email at plsdsteam.service@getamba.com. The website header includes the CampusConnections logo and navigation links for HOME and ABOUT US. At the bottom of the page, it is noted that the site is powered by GradGuard and CampusCoverage.

Step 4: Complete the Additional Information.

The screenshot shows the 'Additional Insured' form. It contains a question: 'Does an Additional Insured need to be listed on the Certificate?'. Below the question are two radio button options: 'Yes' and 'No'. At the bottom of the form are 'Back' and 'Next' buttons, and a 'Start Over' link.

The screenshot shows the 'Proof Of Coverage' form. It contains a question: 'Do you require proof of coverage for an additional Certificate holder?'. Below the question are two radio button options: 'Yes' and 'No'. At the bottom of the form are 'Back' and 'Next' buttons, and a 'Start Over' link.

Step 5: Complete the Event Information Page.

The screenshot shows a web page with a header for 'CampusConnections' and navigation links for 'HOME' and 'ABOUT US'. On the left, there is a 'Questions or Concerns?' section with contact information. The main content area is titled 'Event Information' and contains several required fields marked with an asterisk. The fields include: 'Is any part of the event outside of the United States?' with radio buttons for 'Yes' and 'No'; 'Total # of FAS/Emeriti/Retiree group members attending and/or participating in the event?' with a text input field; 'Will valet parking be used at the event?' with radio buttons for 'Yes' and 'No'; and 'Athletic Events' section with 'Do you want coverage for participants of any type of athletic/sports-related activity?' with radio buttons for 'Yes' and 'No'. A note at the bottom states: 'Note: This policy excludes payment for medical expenses for bodily injury that occurs while practicing, instructing, or participating in any physical exercises or games, sports, or athletic contests.'

Step 6: Review your Policy Information and the Warranty Statement. If any changes need to be made, click “Back.”

Please note: If any additional wording is required on the certificate, please email a manual (PDF) application to the Marsh Team: plssteam.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 7: If all of the information is correct, the final step is to complete the e-signature and click “I agree” to process your enrollment form and select “Submit” to submit your application.