

## **TULIP Coverage Instructions**

<b>Institution:</b>	<b>External/Public Pass Code:</b>
Regents of the University of Minnesota Twin Cities Campus	31271884
Regents of the University of Minnesota Duluth Campus	31272884
Regents of the University of Minnesota Crookston	31273884
Regents of the University of Minnesota Morris	31274884
Regents of the University of Minnesota Rochester	31275884

\*\* Off-Campus locations (Landscape Arboretum, Cloquet Forestry Center, Research Centers, etc.) should use the Twin Cities Campus External Public Pass Code.

The External Public Pass Code will be used by a third party user of University space (a Licensee) to purchase insurance with a credit card.

### **To Purchase Insurance:**

The web address is: <http://urmia.bene-marc.com>

The Licensee will use the applicable External Public Pass Code noted above to access the site. It is important that Licensees carefully read the instructions and notations on each screen while entering data.

First time users of this website **MUST REGISTER** and create a personal password. \* Please note that the "Institution Code" is the same as the External Public Pass Code listed above. When prompted to insert Institution Code, insert the applicable External Public Pass Code.

After registration is complete, a Licensee will be returned to the login/welcome screen. At this screen a Licensee will key in her/his Email address and personal password created at registration. Licensees must check the "Agree to Terms of Use" box in order to continue.

The next screen has a field to enter the Institution Code. Remember, the Institution Code is the applicable External Public Pass Code, and not the personal password.

After a Licensee has completed the application for insurance, and payment has been made, an e-mail will go out to the person authorizing use of the space (the venue operator) whose name and email address is listed on the insurance application. This e-mail will include two (2) attachments – (i) an invoice/order summary and (ii) the certificate of insurance. The invoice/order summary will list the event class and event type so the University can verify that a Licensee has purchased the correct class of insurance. This same e-mail notification will be sent automatically to the University's Risk Management Office. If a Licensee purchased this coverage, but the University venue operator did not receive an email confirmation of the purchase, please call Pam Ubel at 612-624-5884 for a copy of the email confirmation sent to the Risk Management Office.

You may view or print out the original policy in .pdf format on the URMIA web site at <http://www.urmia.org/TULIP/welcome.htm>. Scroll down the left column to the policy that was purchased and use the member name "member" and passcode "milehigh" to access the policy. Please disregard the premium shown on the policy; this is for deposit purposes and is not reflective of the coverage purchased. The certificate of insurance is proof of coverage.

**If you have any problems, please call Daniel at: 1-800-247-1734 X319.**