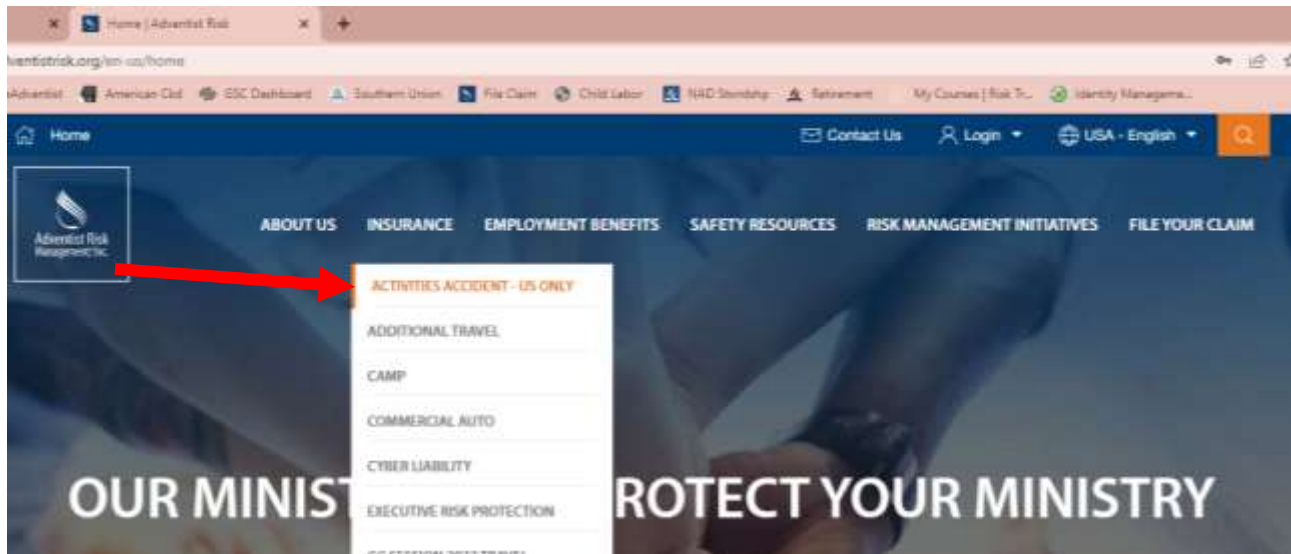
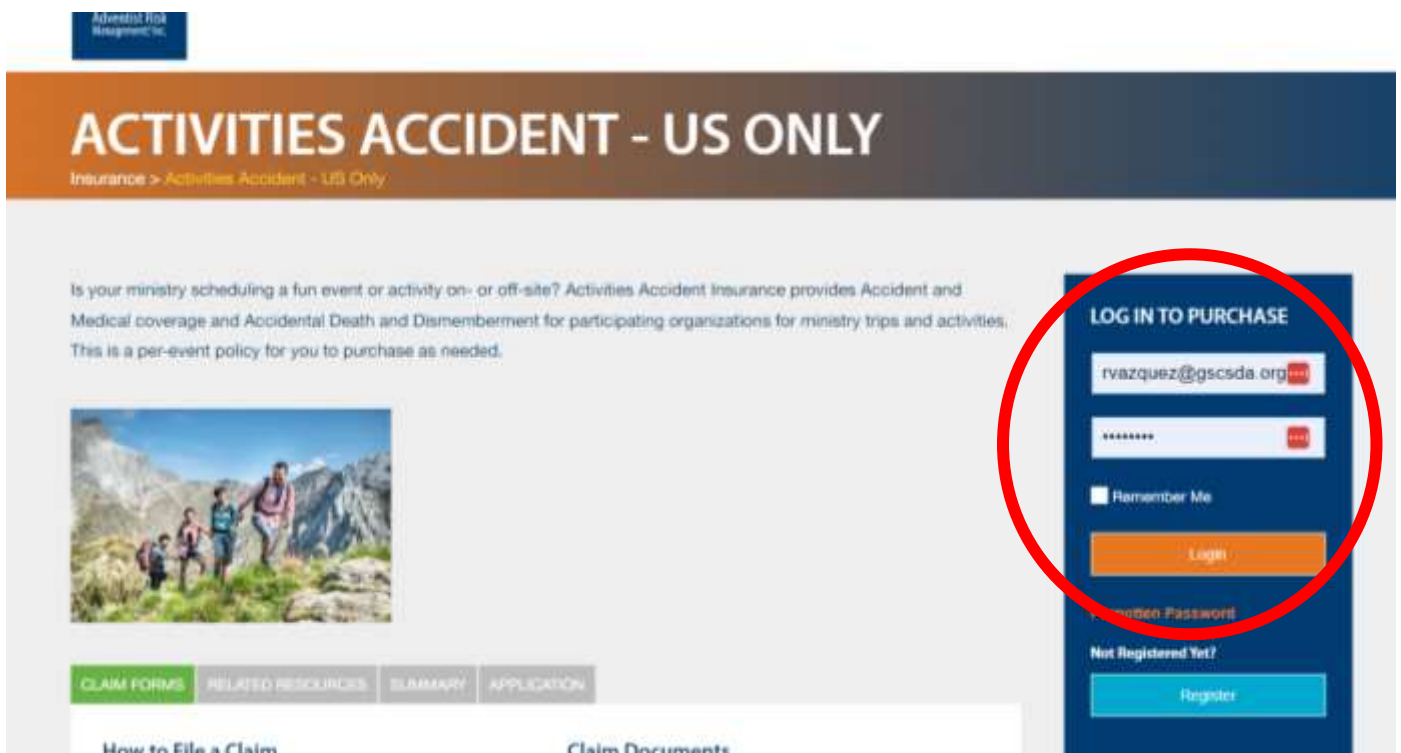


How to purchase Event Insurance:

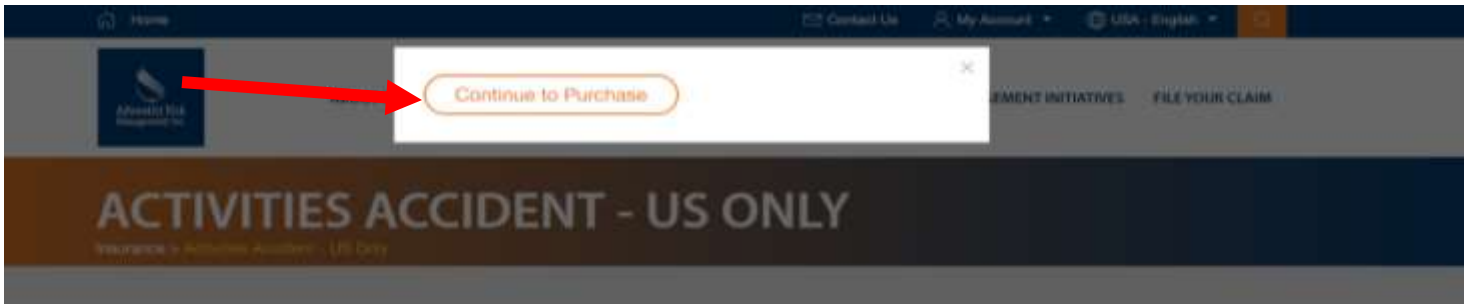
1. Go to adventistrisk.org
2. Under Insurance Tab, select **Activities Accident-US ONLY**



3. You must log in to Purchase the policy. If you do not have an account, you can Register by clicking the BLUE button.



4. Once you click Log-in, the following screen will appear. Click “Continue to Purchase”.



5. A new window will open with a digital application, follow the instructions under each tab. Make sure you provide the contact information for a person that will be attending the event. Use the “View List” button to select your church. If your church is not listed, select NAD, Southern Union, Gulf States Conference. Once all sections are complete, click NEXT.

Activities Accident (US Only)

1 Contact Information 2 Participants/Destination Travel Dates/Products 3 Totals & Authorization 4 Submit Payment » Confirmation Print Policy/ID Cards

Contact Information

[Entry Tips](#)

Division / Union / Conference Affiliation

OR

Southern Union Conference (NAD) > Gulf States Conference *

Sponsoring Organization (Church, Institution, etc.)

Contact Name

Contact Surname

Address

E-Mail

Telephone Number

Description of Activity

Please select the type of trip this will be ▼

6. Before you complete the following page, make sure you have a list typed out in Word or Excel with the names of EVERYONE attending. Include the cooks, chofers, staff kids etc... You will upload this file to attach to the application.

a) Select GROUP b) Attach File c) Follow the example with your specific information.

Participants Group

- A Word, Excel, or PDF document containing a numbered list with each participant's name must be uploaded before a group can be added to cart.
- Applications containing multiple groups may have one document containing all participant names or may have names split over several documents.
- Once this application has been submitted or paid, it can be edited until the day before the travel begins or the end of this month, whichever occurs first.
- If the change to the application is only to change names on the document (not to change how many participants are traveling or dates of travel), the document may be changed up to the day prior to the trip.
- Documents can be changed by deleting the old document and uploading a new or revised document.

Add Documents

Attach Documents Related to Application

Choose File No file chosen

Attach Document

Documents Already Uploaded

[Pathfinder and Staff List.docx](#) ✖

Add Group

Add Group

Enter the name of the Group to be covered by this policy

Group Name	Member Count	Email	Begins	Ends	Email ID Card(s)	Email Certificate(s)
Sample Pathfinder C	35	eventleader@gr...	10/12/2022	10/16/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Add More Groups](#)

Location of Event

City: High Springs
 State / Region / Province: Florida
 Country: United States

Policy Details - Miscellaneous Trips & Short Term Activities - [Click for Details](#)

Volunteer Labor

Yes No Volunteer Labor?

[Product Summary](#)

Add To Cart Cancel

Participants Already Added

Delete	Edit	Group Name	Member Count	Coverage	Policy Type	Amount
--------	------	------------	--------------	----------	-------------	--------

NEXT

Previous

Save For Later

Delete

- Once you input all the information, after the Volunteer Labor section click **Add to Cart**
- It will calculate and give you the amount to be paid for the policy. Click **NEXT** to make the payment

Activities Accident (US Only)

1 Contact Information 2 **Participants/Destination Travel Dates/Products** 3 Totals & Authorization 4 Submit Payment » Confirmation Print Policy/ID Cards

Participants Group

- A Word, Excel, or PDF document containing a numbered list with each participant's name must be uploaded before a group can be added to cart.
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- If the change to the application is only to change names on the document (not to change how many participants are traveling or dates of travel), the document may be changed up to the day prior to the trip.
- Documents can be changed by deleting the old document and uploading a new or revised document.

[Add Documents](#)

[Add Group](#)

Participants Already Added

Delete	Edit	Group Name	Member Count	Coverage	Policy Type	Amount
Delete	Edit	Sample Pathfinder Club	35	10/12/2022 - 10/16/2022	MAP_AA	\$71.75

[NEXT](#)

[Previous](#)

[Save For Later](#)

[Delete](#)

9. Payment Confirmation Screen

Total (USD)

Misc. Trips & Short Term Activities Amount	\$ 71.75
Sub Total	\$ 71.75
Total	\$ 71.75

REFUND POLICY AND BUSINESS RULES

ACTIVITIES ACCIDENT (US Only)

Activities Accident (US Only) are subject to a \$25.00 minimum premium Refund - Premium is fully refundable for cancellation of activity. Refunds are not permitted for participants who fail to attend the activity.

Questions about these products – contact Adventist Risk Management at ajtservice@adventistrisk.org

Signature

Type Name of Contact

Title (Group Leader, Treasurer, etc.)

I hereby declare that I have read and reviewed the foregoing terms, conditions, disclaimers, fee schedules and premium rates and I understand and agree to them. If during the trip I find that coverage needs to be extended I must apply for an extension. Coverage terminates on the originally specified end date of my application. Initial to indicate that you understand this:

[Proceed To Payment](#)

[Previous](#)

[Save For Later](#)

[Delete](#)

[Print Application](#)

10. Proceed to Payment – follow instructions on Payeezy. Please save and print the ID Cards and Insurance Certificates.

The screenshot shows a multi-step payment process for an "Activities Accident (US Only)". The steps are: 1. Contact Information, 2. Participants/Destination Travel Dates/Products, 3. Totals & Authorization, and 4. Submit Payment. Step 4 is highlighted with a blue callout box. Below the steps, a blue bar indicates the "Total Amount Due" is "Total USD \$ 71.75". A green system update message states: "System update: The payment processing provider has been changed from PayPal to Payeezy." There is a "Payeezy" logo and a link for "Entry Tips". A disclaimer section reads: "DISCLAIMER - PLEASE READ. Please note that coverage for a particular loss may be denied if the insurance product under which coverage is sought is purchased after the loss occurs. Remittance of premium does not bind coverage. In addition to full payment of premium and any other applicable transaction fees, an applicant must meet eligibility requirements before coverage is bound." A "Previous" button is visible at the bottom left.

The process is complete. Please provide a copy of the policy to someone that will not be at the event in the case of an incident. You can find one at the Quick Start Menu

The screenshot shows the user interface for Adventist Risk Management, Inc. The top navigation bar includes the company logo, the name "Adventist Risk Management, Inc.", and user information: "English rvazquez@gscsda.org Logout". A "Start Menu" link is circled in red. Below the navigation bar is a "Quick Start Menu" with several icons: "Begin a New Application" (orange folder with plus), "My Applications" (red folder with star, circled in red), "Search Applications" (teal folder with magnifying glass), "My Profile" (blue person icon), "Instructions" (purple circle with arrow), "Product Information" (green shopping cart), "Claim Forms" (light blue document), and "Contact Us" (yellow speech bubble).