

TULIP Program Instructions for purchasing Special Events, Tenant User, and Sports Camps/Clinics insurance on the campus of Northern Arizona University.

How to use the TULIP:

1. List the following e-mail address where you want the insurance certificate sent to:
Jill.Larson@nau.edu
2. It is important to carefully read the instructions and notations on each screen while entering data.
3. First time users must register first.
4. After registration, you will be returned to the login/welcome screen. At this screen you will key in your e-mail address and password. This is not the passcode (user access code) provided by the institution. Next you must check the "Agree to Terms of Use" and click the login box to continue. The next screen has a field to enter the passcode (User Access Code). This is not their password. After you enter the passcode (User Access Code), you will be asked questions on the online application.
5. The passcode for Northern Arizona University is 31581784.

You will need to obtain a **PASSCODE** (User Access Code - 8 Digits) from the Risk Manager at the institution.

To Obtain a Quote or Purchase Insurance:

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

It is important to carefully read the instructions and notations on each screen while entering data.

First time users **MUST** first **REGISTER**.

After registration, you will be returned to the login/welcome screen. At this screen you will key in your **EMAIL ADDRESS** and **PASSWORD**. This is not the **PASSCODE** (User Access Code) provided by the institution. Next you must check the "Agree to Terms of Use" and click the login box to continue.

The next screen has a field to enter the **PASSCODE** (User Access Code). This is not their **PASSWORD**.

After you enter the **PASSCODE** (User Access Code), you will be asked questions on the online application. We have a Tutorial on the website. Please visit <http://urmia.bene-marc.com/tutorial/> to view the online tutorial.

Thank you for using the URMIA Tenant User Program!

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