

# Roles and Permissions

Use this guide to designate which people at your institution should have roles in managing United Educators' (UE's) insurance policies, claims matters, and contacts. The permissions described below grant users access to the referenced information in My UE. For questions or assistance, email [uesupport@ue.org](mailto:uesupport@ue.org).

Your institution only should have one Proxy Contact, one Insurance Contact, and one Application Manager account role. The person holding the Application Manager account role also must hold the Application proprietary permission.

## Members' Account Roles and Their Definitions

<b>Application Manager</b>	Person receiving the online insurance renewal application
<b>Claims Billing Contact</b>	Person receiving claims payments
<b>Claims Contact</b>	Person who, unless otherwise specified, receives claims correspondence for all lines of business — general liability (GL); management liability (ML), including educators legal liability (ELL) and fiduciary liability (FDL)  <i>Note: Additional Claims Contacts refers to other people who, unless otherwise specified, receive claims correspondence for all lines of business.</i>
<b>DRI Contact</b>	The DRI Contact (deductible reimbursement invoice) is a member contact who receives the deductible receivable invoice report or is otherwise contacted regarding any deductible reimbursements owed to UE.
<b>Insurance Contact</b>	Person responsible for insurance-related decisions, including decisions related to the Risk Management Premium Credit (RMPC) program
<b>Online Course Administrators</b>	People who access and run reports for UE's online courses
<b>Proxy Contact</b>	Person casting votes for UE's annual board meeting
<b>Risk Management Contact</b>	Person responsible for risk management activities

## Members' My UE Proprietary Permissions Definitions

<b>Application</b>	Allows users to manage the online insurance renewal application
<b>Loss Run</b>	Lets users download reports detailing your claims history
<b>Member Benefit Report</b>	Allows users to manage your RMPC program and download a report providing a comprehensive view of your membership activity with UE, including a policy and claims summary
<b>Ownership Statement</b>	Lets users download a report documenting the allocations to and balance of your subscriber savings account