Tipsheet **Submitting Claims on UE.org**

UE members can submit claims via http://www.ue.org/report-claim. Submitting claims online is easy, secure, and ensures your claim will be assigned to our Resolutions team so we can begin working with you on next steps as soon as possible.



- Click "Report a Claim" in the top right navigation of our website.
- Sign in to save time. That way the form already will include information from your profile. You also can file a claim without signing in.

Reporting options include:

- Claim," for submitting a first notice of loss (FNOL) for your UE policy
- "Notification Only," for notifying us of an incident that isn't likely to result in a claim
- "ProResponse"," for requesting professional services to aid in responding to a crisis





	Report a Claim
Ti su cl q Fi	b report a claim you will need: the policy information; the date and a brief immary of the incident or occurrence; the name of the person(s) who is or upy bring a claim; and any available documentation (for example, agency sarges, demand letters, incident/police reports, emails, or photos). If you have aestions about claims reporting, call (301) 907-4908 and select option 1. or assistance, email uesupport@ue.org.
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-	sebs news second s
_	First Notice of Loss
	FratNotoredLoss Policy Information

Option A: Claim

Click on "Claim" to report a FNOL.

You will need to enter either the policy number or institution name related to the claim you're reporting. If you're signed in, this information will prefill for you to select. Click "Next: Contact Information."

First Name"	0	LastName*	0	Phone Number*
Email Address* member@ue.org		Denio	Member	© ~
Additional Information				0
First Name* Member	0	LastName" Demo	0	Prone Number* 123-123-1234
First Name" Member Email Adress" member@ue.org	0	Last Name" Demo	Member	Phone Number' 123-123-1234

On the Contact Information page, fields marked with an asterisk are required. If you're logged in, the reporter information at the top will be pre-filled from your profile. You can either check the box to use the reporter information as the point of contact for the 1 claim matter or fill in details for another point of contact for this claim. If there's an additional point of contact, click 2 "Add Another Contact".

Click **3** "Next: Description".



Back

	itep 2: Contact Information 3 Step 3: Description	Step 4: Upload Documents
First Notice of Loss Descriptio	n	
When did the event happen?" 2/8/2023	When was the event sponed?" 2/9/2023	
Maryland	✓ Reporter Reference ID	1 0
Provide a brief summary of the overt being reg Demo Description	20167	0
Claimant 1		
Individual	⊘ ✓ Other	⊘ ~
First Name* Member	Cest Name* Demo	٥
Back	3-	Next: Upload Docume
Step 1: Policy Information S	tep 2: Contact Information 🕑 Step 3: Description 4	Step 4: Upload Documents
First Notice of Loss		
First Notice of Loss Upload Doo Drag and Drop File Here or	cuments	

When describing the incident, complete the mandatory fields at the top of the page. You now have the option to include a **1** reference ID generated by your internal claims system, such as a RMIS.

Then provide claimant information.
If there are multiple claimants, click
2 "Add Another Claimant" to provide additional information.

Click **3** "Next: Upload Documents". Note: That button won't display unless you've completed all required fields.

Upload claim-related documents such as incident or police reports, demand letters, agency charges, emails, or other pertinent information. Ensure the file format and size meet the requirements we list on the page.

Click "Submit Claim."



This takes you to the confirmation page and you'll also receive a confirmation email. You also can download a PDF copy of the claim information you submitted to retain for your records.



Select Your Report Type		
Previously Reported Claims If this matter has previously been reported to United Educators (UE) contact the Resolutions analyst assigned to the claim. You can vee the Resolutions ranking its going to My UE/Veev Claims and searching for the claim by claim number or claimant name.	Claim Submit a first notice of loss (FNOL) for the educators legalitability (BLL), primary general lability (BL), or excess general lability (BLD) policy.	
Looking for something else? Browse this additional information about UE's claims resolution management: • Tother how to Stant a Claim	Notification Only Notify UE of any allegatincidents, accidents, exposures, or errors that aren't likely to result in a claim.	
Ut Resolution Sensible Ut Delaws Course Castrine Sensitives Frequently Aller Coaston Page to Claim Expanses Frequently Aller Coaston Two Deduction Proguently Aller Coaston Two Deduction	ProResponse* Request one of four orbitansponse services, crisis communications, grief counseling, a sexual misconduct investigation, or threat assessment.	

Claim

policy.

Notification Only

ProResponse*

Submit a first notice of loss (FNOL) for the educators legal liability (ELL), primary general liability (GL), or excess general liability (GLX)

Notify UE of any alleged incidents, accidents, exposures, or errors that aren't likely to result in a claim.

Request one of four crisis response services: crisis communications, grief counseling, a sexual misconduct investigation, or threat assessment.

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Select Your Report Type

If this matter has previously been reported to United Educators (UE) contact the Resolutions analyst assigned to the claim.

You can view the Resolutions analyst by going to My UE/View Claims and searching for the claim by claim number or claimant name.

Browse this additional information about UE's claims resolution management:

Previously Reported Claims

Looking for something else?

Tutorial How to Submit a Claim

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UE Resolutions Teams Map UE Defense Counsel Guidelines

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Option B: Notification Only

For a "Notification Only" claim, take the same steps as listed above for reporting a claim.

Option C: ProResponse®

Click "ProResponse"" to request the crisis response service that fits your need.

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ProHesponse				
Description	n			
Reporter of the Event				
FirstName* Member	Demo	0	PhoneNumber* 123-123-1234	
Email Address* member@ue.org		Member	⊙~	
Additional Information			0	
Event Description				
Institution A			~	
When clid the event happen?" 6/6/2022		Whenwas the event reported?" 3/8/2022	.	
Provide abrief summary of the event"			0	

For any crisis response service you select, you must provide the reporter of the incident, who prefills with the information from your profile. You also must describe the event, including:

- The name of the insured institution, which prefills with information from your profile (people representing multiple institutions may select one institution from a dropdown list)
- The date the event occurred
- The date the event was reported
- A brief event summary

Each crisis response service requires additional information outlined below.



1 Crisis Communications

- Supply information about the involved party in the incident, including whether it was a person or group, and the party's role as related to the insured institution. You can mark the involved party as unknown.
- Choose a public relations firm. Select from a list of firms with education experience or request to work with a firm of your choosing.

- 2 Grief/Trauma Counseling
- Provide the name of the deceased.

3 Sexual Misconduct Investigation

- Supply complainant information, including name or initials and role at your institution, or mark the complainant as unknown.
- Provide respondent information, including the name or initials and role at related your institution, or mark the respondent as unknown.
- List investigator information, including the firm name, a point of contact, phone number, and email address.

4 Threat Assessment

• List information about the involved party in the incident, including whether it was a person or group, and their role at your institution. Or you can mark the involved party as unknown.





Upload documentation related to the incident for which you're requesting the ProResponse[®] benefit. Ensure the file format and size meet the requirements we list on the page.

When you're finished, click "Request ProResponse"."

You will receive a confirmation email with next steps for accessing the professional services you requested.

If you have questions about reporting a claim or requesting ProResponse[®], email uesupport@ue.org or call (301) 907-4908 (press option 1). A team member will respond as soon as possible.