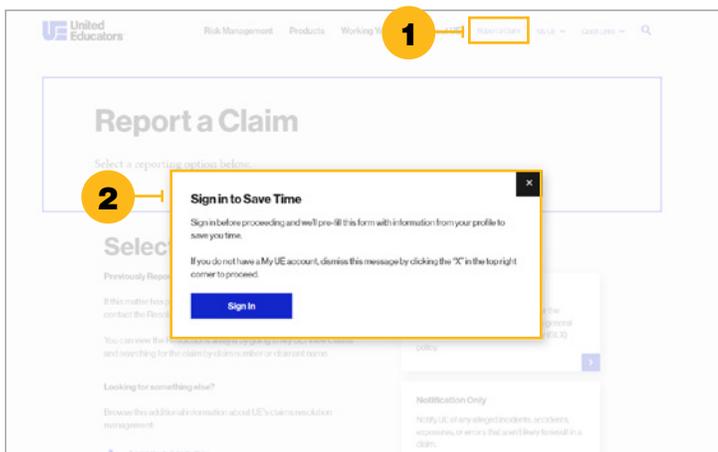


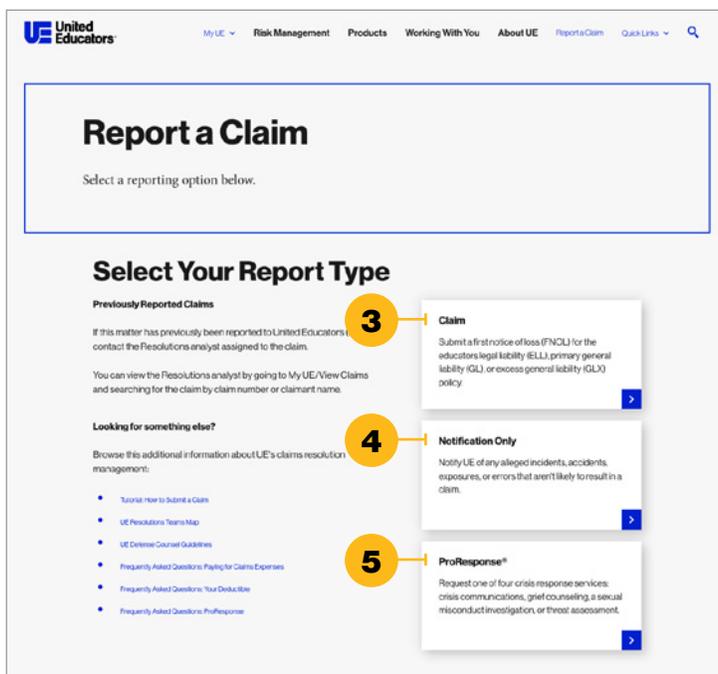
Tipsheet

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.

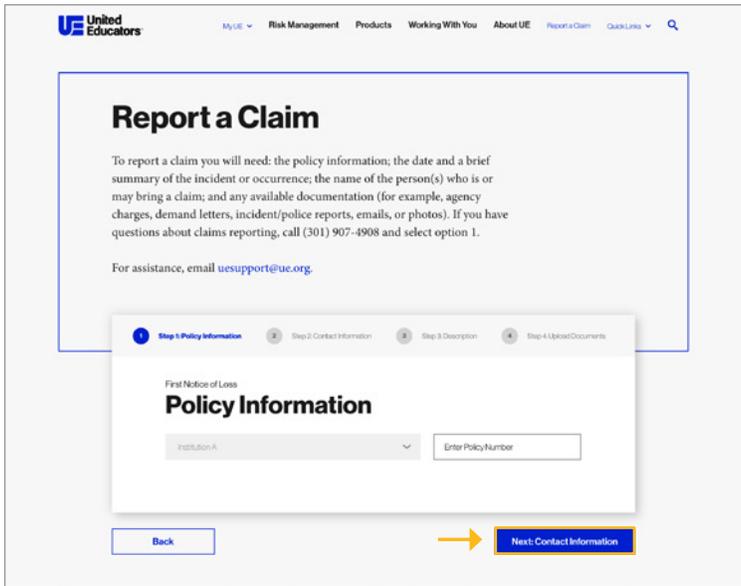


- 1 Click “Report a Claim” in the top right navigation of our website.
- 2 Sign in to save time. That way the form already will include information from your profile. You also can file a claim without signing in.



Reporting options include:

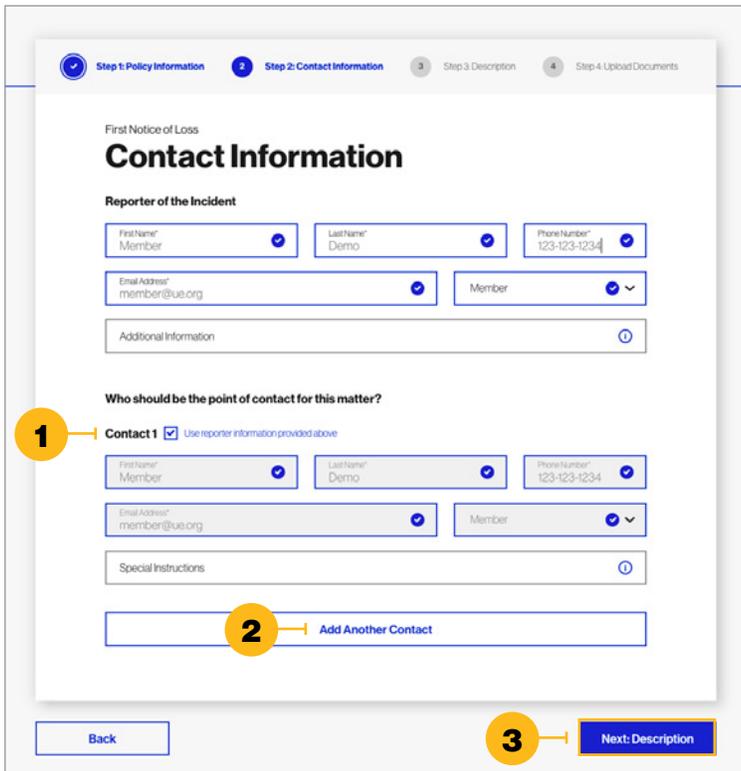
- 3 “Claim,” for submitting a first notice of loss (FNOL) for your UE policy
- 4 “Notification Only,” for notifying us of an incident that isn’t likely to result in a claim
- 5 “ProResponse®,” for requesting professional services to aid in responding to a crisis



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.”



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”.

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.

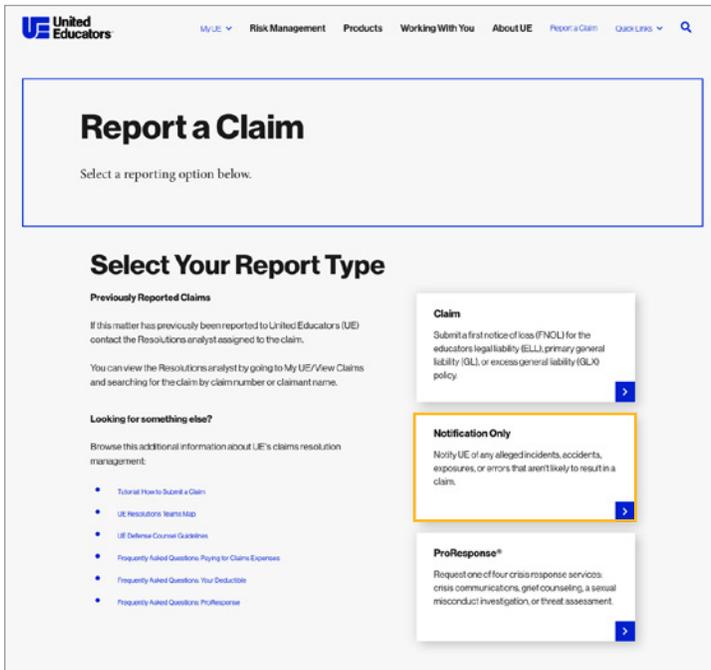
Then provide claimant information. If there are multiple claimants, click **2** “Add Another Claimant” to provide additional information.

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.



Report a Claim
Select a reporting option below.

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

Looking for something else?
Browse this additional information about UE's claims resolution management:

- Tutorial: How to Submit a Claim
- UE Resolutions Warm Map
- UE Defense Counsel Guidelines
- Frequently Asked Questions: Paying for Claims Expenses
- Frequently Asked Questions: Your Deductible
- Frequently Asked Questions: ProResponse

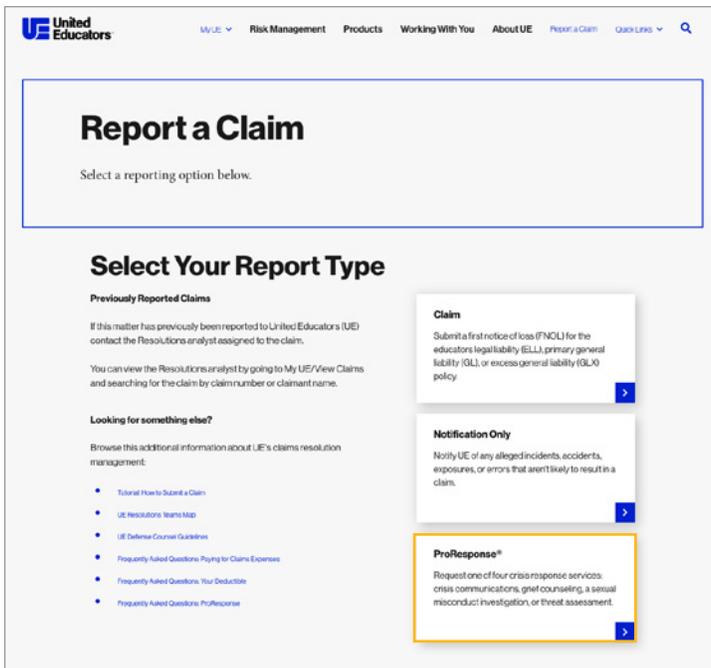
Claim
Submit a first notice of loss (FNOL) for the educators legal liability (GLL), primary general liability (GL), or excess general liability (GLX) policy.

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

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

Option B: Notification Only

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



Report a Claim
Select a reporting option below.

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

Looking for something else?
Browse this additional information about UE's claims resolution management:

- Tutorial: How to Submit a Claim
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- Frequently Asked Questions: Your Deductible
- Frequently Asked Questions: ProResponse

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

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

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

Option C: ProResponse®

Click “ProResponse®” to request the crisis response service that fits your need.

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

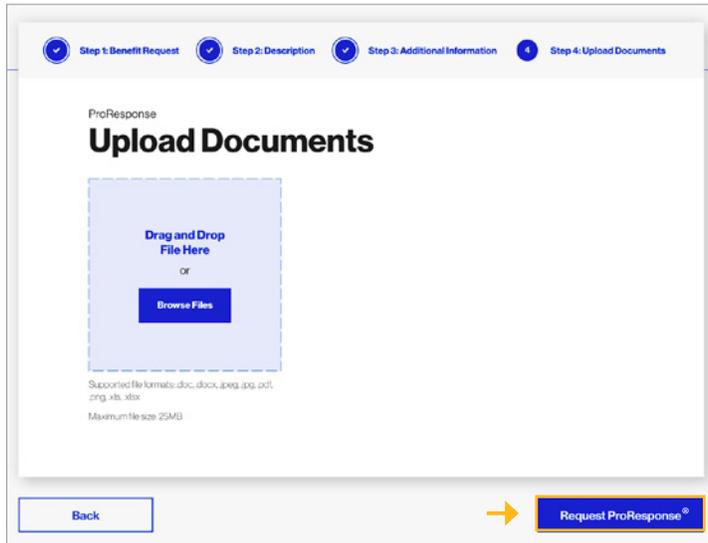
- Provide the name of the deceased.

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.