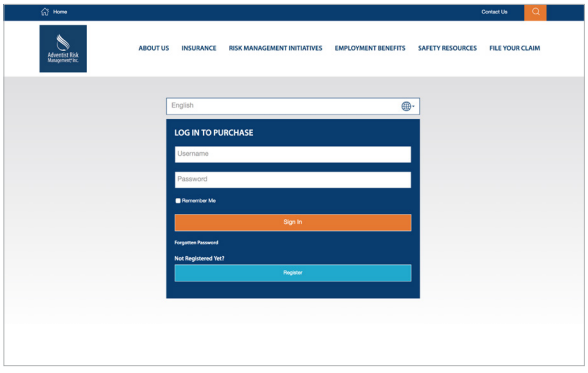


How to buy Short-term Travel Insurance

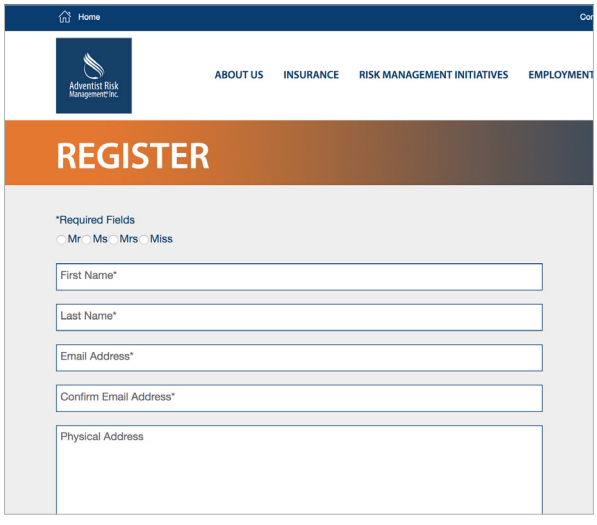
Short-Term Travel Insurance protects church members while traveling for church trips, and Adventist Church employees or retirees on business trips or vacations. Here is how to buy Short-Term Travel Insurance.

Step 1 Do you have an account on AdventistRisk.org?

YES Click here or go to **https://travelhub.adventistrisk.org/STTApp/Edit_App_1.aspx?ProductLine=STT** and log in to start a new application.



NO Click here or go to **https://adventistrisk.org/login/register** and complete the registration form to create your account. Once you have created your account, Click here a or go to **https://travelhub.adventistrisk.org/STTApp/Edit_App_1.aspx?ProductLine=STT** and log in to start a new application.



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Step 2 Fill out the application and purchase.

1. Contact Information

- Where it says **Division/Union/Conference Affiliation**, enter your Seventh-day Adventist church employer name or local conference name. You will need to complete this even if paying for your own application. Find this by clicking in the Search By Name field and typing the name of your employer or conference, or by clicking the **View List** button, typing the name of your employer or conference, and clicking Search. A list of related options will appear. Scroll down to find the result that applies to you and click on that name. This will populate the Division/Union/Conference field.
- Continue to enter your contact information. Be sure to fill in your name, address, e-mail address, and project information.
- Click the **Next** button to continue.

2. Participants/Destination Travel Dates/Products

- *Participants*
  - If buying for one or two persons, enter first and last names in the appropriate boxes and then the dates of travel. You may not add coverage for dates before the date on which you purchase coverage (today's date).
  - If buying for a large group of participants, click on the **Bulk Import** button next to the Add More Participants button. This gives you instructions on how to do a Bulk Upload. You may enter different travel dates within the Bulk Upload file as long as they are going from and to the same locations. Follow the instructions to fill out the template, save it, and then use the Choose File button to select your file. Click the Upload File button to upload your file and return to the application.
- *Destination Travel Dates*
  - Fill out the From and To section. In the **From** box, choose the country of origin from the From country dropdown list. In the **To** box, choose the country destination from the To country dropdown list. Do not leave the United States as the To country.



- If your From and To countries are not the same, skip to the next paragraph of this document. If your From and To countries are the same, under **Please select the type of Insurance you would like to use,** select "Yes" for Short-Term Travel and enter your initials where indicated."
- The application will indicate the appropriate class plan based on your From and To selections. Choose between the basic indicated class plan or the enhanced version of the indicated class. The enhanced plans include more coverage for some benefits. Click on the Policy Details and Policy Rates links to learn more.
- Select whether you would like additional trip cancellation/interruption coverage or not, and whether you would like to include Volunteer Labor coverage or not.
- Click the **Add To Cart** button. You will now see your cart ready for checkout. Click the **Edit** button to make any

changes needed. If you edit any information, be sure to click the **Update Participant** button when you finish, otherwise you will lose any changes you have made.

- You may add an additional person with different dates of travel or destination by clicking on the **Add Participant** button found at the top of the participant page, adding the new participants following the same process you did already, and clicking the **Add To Cart** button when finished.
- If you are satisfied with the information in the cart, click the **Next** button. You can also click the **Save For Later** button to return and complete your application at a later date.

3. Totals & Authorization

- Here you will see the total cost for all participants and a $20 transaction fee.
- Under **Signature**, type in your name as the Name of Contact and your Title in the appropriate fields.
- Read the section in red and acknowledge by putting your initials in the field provided. *Be sure to use no punctuation marks (apostrophes, special characters, hyphens, or periods).*
- Click the **Proceed to Payment** button.

4. Submit Payment

- Click on the **Checkout with PayEezy** button. Payments are processed through PayEezy. You will be able to check out with PayEezy even if you do not have a PayEezy account.



- Enter your payment information. Please be sure your information for PayEezy is consistent every time you use it so you will not have issues when making payment. Click the **Pay With Your Credit Card** button.

Step 3 Print your Policy and ID Cards.

Once you are done with the payment portion, you will be guided to the Checkout Complete page. Click on the yellow button to view or print your ID card(s) and Application Details. Click the **Print** button to print out the application details, and the **Print All ID Cards** button to print your identification cards.

Step 4 Purchase Complete. Log out.

Once you have printed your documents, scroll to the bottom of the page and click the **Close** button to return to the previous screen. In the top right-hand corner of the screen, click **Logout**, and you are all done!

How to Contact Us

If you have any problems or questions, please do not hesitate to contact us by return e-mail or by telephone at **(888) 951-4276** or **(301) 453-7400**. For either number choose **Option 3.**

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Short Term Trips

Contact Information | Totals & Authorization | Submit Payment | Confirmation Print Policy/ID Cards



Entry Tips

Name **Surname**

1) Yesi Arevalo

Is participant between 80 and 84 years old ?
(85 or older no coverage available) ○ Yes ◉ No

Email

sttservice@adventistrisk.org

◉ SDA Sponsored Trip (Approved by denominational Church or School)
○ Personal Trip (Only current or retired denominational employees are eligible)

☐ ID Card ☐ Certificate

Date Travel Begins: 02/16/2023 Date Travel Ends: 03/05/2023

2)

Is participant between 80 and 84 years old ?
(85 or older no coverage available) ○ Yes ◉ No

Email

◉ SDA Sponsored Trip (Approved by denominational Church or School)
○ Personal Trip (Only current or retired denominational employees are eligible)

☐ ID Card ☐ Certificate

Date Travel Begins: Date Travel Ends:

3)

Is participant between 80 and 84 years old ?
(85 or older no coverage available) ○ Yes ◉ No

Email

◉ SDA Sponsored Trip (Approved by denominational Church or School)
○ Personal Trip (Only current or retired denominational employees are eligible)

☐ ID Card ☐ Certificate

Date Travel Begins: Date Travel Ends:

Add More Participants Bulk Import



Entry Tips

From		**To**	
City		City	
State / Region / Province		State / Region / Province	
Country	United States	Country	United States

Please select the type of Insurance you would like to use:



Entry Tips

◉ Yes ○ No | Short Term Travel? Product Summary

I understand that the Short Term Travel policy provides a Domestic Business Travel **Accident Medical** benefit payable to the policy maximum. Benefits are payable under the policy only if the loss is due to an accident and is not payable under any other domestic medical plan.

Please initial here

For broader construction coverage, please request our Volunteer Labor policy to be added to this **Policy Details** | **Policy Rates**

package.

There is no coverage if you are traveling TO the following U.S. sanctioned countries: Iran, North Korea, Sudan. There is coverage if you are traveling FROM these countries.

Important information for AMERICANS traveling to CUBA. Americans must have US government approval and proper documentation when traveling to Cuba. Dept of Treasury Religious Activities Doc. For more details click here Cuba Sanctions and Cuba FAQs. For all claims within Cuba: the insured must pay the service provider at time of service and apply for reimbursement upon return to the US.

Please click and complete the affidavit and return to Adventist Risk Management, Inc. at sttservice@adventistrisk.org

Does travel include destinations in the US / Canada ? ○ Yes ◉ No

Select Class I for travel destination NOT including U.S. and Canada. Class II for travel destinations including U.S. and Canada

○ Class I (Excludes US and Canada)

◉ Class II (Includes US and Canada)

○ Class I Enhanced (Excludes US and Canada)

○ Class II Enhanced (Includes US and Canada)

Additional Trip Cancellation Limit & Trip Interruption Limit

◉ No Additional Limit ○ 500 ○ 1000 ○ 1400

These additional limits of $500, $1,000, and $1,400 are an optional extension of the $1,000 trip cancellation/interruption benefit included in the policy. The specific cancellation and interruption reasons covered by the policy (regardless of coverage limit) are described in the policy summary: **Policy Summary.**

○ Yes ◉ No | Volunteer Labor ? Product Summary

Add To Cart

Click here before leaving this screen or you will lose the above list of participants. You can edit or delete participants below once they are added to cart.

Entry Tips

View Application Cart

Previous Next Save For Later Delete

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SEVENTH-DAY ADVENTIST CHURCH

Short Term Trips

Participants/Destination Travel Dates/Products | Totals & Authorization | Submit Payment | Confirmation Print Policy/ID Cards

Entry Tips

Division / Union / Conference ***Affiliation***	View List **OR** General Conference of SDA
Sponsoring Organization (Church, Institution, etc.)	Potomac Conference
Contact Name	Yesi
Contact Surname	Arevalo
Address	Silver Spring , Maryland
E-Mail	sttservice@adventistrisk.org
Telephone Number	301-453-7400
Project Name	Training/Orientation
Please select the type of trip this will be	Church Sponsored Trip

Next Delete

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Seventh-day Adventist Church

Short Term Trips

Contact Information | Participants/Destination Travel Dates/Products | Submit Payment | Confirmation Print Policy/ID Cards

Entry Tips

Short Term Travel Insurance Amount	$ 25.78
Sub Total	$ 25.78
☐ Waive Fee **Transaction Fee**	$ 20.00
Total	$ 45.78

REFUND POLICY AND BUSINESS RULES

SHORT TERM TRAVEL

Business Rule - For each application submitted a transaction fee is charged. The fee is $20.00. Once an application has been submitted and a payment choice has been made, it cannot be altered. Back-dating of coverage is not allowed. In no case will the coverage become effective prior to the date the application was submitted.

Refund - Premium is considered fully earned and is not refundable for any Term of Insurance issued for 21 days or less. There is a Minimum Premium for up to 21 days of travel. Refunds for mid-term cancellations over the initial 21 days are refundable if the amount is in excess of $25.00 and will be calculated using the 180 day travel factor.

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

Type Name of Contact: Yesi Arevalo

Title (Group Leader, Treasurer, etc.): CSR

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: YA

Proceed To Payment

Previous | Save For Later | Delete | Print Application

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Short Term Trips

Contact Information | Participants/Destination Travel Dates/Products | Totals & Authorization | Confirmation Print Policy/ID Cards

Total $ 45.78

System update: The payment processing provider has been changed from PayPal to Payeezy.

Bill Me

Checkout with Payeezy

Entry Tips

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.

Previous

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Seventh-day Adventist Church