

GENERAL USER INSTRUCTIONS – ONLINE FORMS

USER GUIDELINES:

NOTE: YOUR INSURANCE COVERAGE WILL NOT BEGIN BEFORE YOUR APPLICATION HAS BEEN APPROVED BY CUNA CARIBBEAN INSURANCE.

Completing your application could not be easier!

Product details can be found on the **Products** tab on our website cunacaribbean.com/oecs-products/

- ✓ Complete the relevant FIP or FCIP form(s).
- ✓ Save the completed form and sign using your digital signature, or print, sign and scan the completed form.
- ✓ Email your signed, completed form(s) along with copies of the documents listed in the **Enrollment Checklist** to **your Credit Union (Credit Union to insert their name and email address to receive electronic applications)**. You must copy and paste the following statement in the body of your email:

“I certify that the information in the attached form(s) is/are true and accurate and the identification document(s) is/are a true copy of the original(s)”

- ✓ Submit first premium using the steps in the **Payment Instructions**.

NEW ENROLLMENT CHECKLIST:

Sample FIP Forms are attached for reference.

The following documents must be submitted along with your application form for **all** persons listed on your insurance application.

- ✓ **Proof of identity:** Copy of valid government issued driver’s permit, passport or national ID (not required for minor children).
- ✓ **Proof of address:** Utility bill, bank or credit union statement or bills. These documents must not be more than three (3) months old (not required for minor children).
- ✓ **Proof of relationship to the Primary Insured Member:** Marriage certificate or proof of common-law relationship (affidavit etc.), birth certificate, proof of legal guardianship/adoption.
- ✓ **If you are the only insured Person on the enrollment,** please complete Designation of Beneficiary Form.

PLAN UPGRADES CHECKLIST:

Sample FIP Forms are attached for reference.

The following documents must be submitted:

- ✓ Completed Change of Plan (for FIP)
- ✓ Payment for new coverage using the steps in the **Payment Instructions**.

PAYMENT INSTRUCTIONS:

Credit Union to insert their payment instructions here.

For assistance, please contact us at 453-CUNA (2862) or 458-CUNA (2862) or email us at cserviceoecs@cunacaribbean.com.

YOUR INSURANCE WILL NOT COMMENCE UNTIL THE INSURERS HAVE INDICATED THEIR APPROVAL OF YOUR APPLICATION.