

## Employee (Faculty/Staff) Self-Enrollment Checklist

The Self-Enrollment portal lets participants of an international education program enroll themselves directly in the customized group insurance plan created for the institution sponsoring their program (with a valid credit card). If your program is already enrolling you in the insurance, you should not sign up for coverage using this portal.

**IMPORTANT NOTE:** *Students, faculty, and staff not affiliated with an education abroad program or university-related business abroad are not eligible to apply for the coverage. Dependents of eligible members cannot use the Self Enrollment portal to enroll in coverage. Please obtain a Dependent Enrollment Form from your program if required.*

### 1) Click on the following Link & Confirm Sponsor Code:

<https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=UTAH-EMPSE>

- Certify that you are eligible for the group insurance plan by accepting the stated terms and conditions.
- **IMPORTANT:** Once you get the next screen, the “Sponsor Code” at the top of the page should be pre-populated. If it is not, please enter the following program-specific code: **UTAH-EMPSE**

### 2) Enter Your Travel Details

- Follow the directions on the screen with regard to your trip. Your trip dates should be the dates of the program from date of departure to date of arrival back home. If you are planning to extend your trip for personal reasons (either directly before or immediately after sponsored program dates), you should purchase separate travel insurance for those dates. You can do this from within the myCISI Participant Portal after enrolling.

### 3) Review the Premium

- The premium for your trip will be automatically calculated based on the coverage dates you provide.

### 4) Enter Your Personal Data

- Please enter your first and last name as it appears on your passport.

### 5) Enter Payment Information & Wait for Confirmation

- Please enter the billing address associated with your credit card or click “Same as contact address” if applicable. After entering in your credit card details, you must check the box at the bottom of the page in order to proceed.
- Upon successful enrollment, please print the confirmation page for your records as well as your ID card (available by clicking on the appropriate link at the bottom of the confirmation page). Make sure you put the ID card in a safe place and keep it with you at all times.
- Your new ID card and materials will also be sent as PDFs to the e-mail address you provide. **Depending on your email system and spam settings, there may be a delay in getting this information. Because of this, it is strongly recommended that you print your confirmation page and ID card from the enrollment website.** Both the Self Enrollment confirmation page and the CISI email contain information on how to access the myCISI Participant Portal. The Participant Portal contains travel resources and links and can be used for accessing your ID card if you lose it while abroad.

### Questions?

Please email CISI at [enrollments@culturalinsurance.com](mailto:enrollments@culturalinsurance.com) or call 800-303-8120