

# GIRL SCOUTS OF THE USA ONLINE ENROLLMENT GUIDE



FOR COUNCIL USE ONLY

## EXPERIENCE OUR CONVENIENT ONLINE ENROLLMENT

It's easier than ever to enroll your registered scouts, troops, and/or potential scouts in the valuable Optional Insurance Plans from Mutual of Omaha Insurance Company. Visit our Web site, [mutualofomaha.com/gsus](http://mutualofomaha.com/gsus), and view the features, advantages and benefits. With our simple, user-friendly Enrollment Form you can:

- Quickly enroll for coverage for Council-approved activities and events
- Avoid unnecessary paperwork problems and possible delays in getting enrollment confirmed by mail
- Save on postage expenses
- Enter multiple activities/events on each form
- Pay immediately or be billed
- Expect an immediate confirmation e-mail verifying that your enrollment form has been received

## FOLLOW THESE STEPS FOR QUICK, HASSLE-FREE OPTIONAL INSURANCE ENROLLMENT:

### STEP1:

- Access our Online Enrollment Form at [mutualofomaha.com/gsus](http://mutualofomaha.com/gsus)
- Select “Plan Description & Enrollment Forms”
- Select the “Online Enrollment Form”
- Select the insurance plan (2, 3P, 3E or 3PI) based on the event coverage you need

COVERAGE PLAN	Plan #	Coverage	Accident & Sickness	Per Day Premium
EXCESS COVERAGE	Plan 2	Excess Coverage	Accident Only	\$0.11 Per Day Premium
PRIMARY COVERAGE	Plan 3P	Primary Coverage	Accident & Sickness	\$0.05 Per Day Premium
EXCESS COVERAGE	Plan 3E	Excess Coverage	Accident & Sickness	\$0.28 Per Day Premium
PRIMARY COVERAGE	Plan 3PI	Primary Coverage	Accident & Sickness & Travel	\$1.15 Per Day Premium

### STEP2:

- Enter your Council Number (the Council Name, Address, City, State and ZIP will populate automatically)
- Enter the e-mail address that should receive the confirmation of enrollment
- Enter the submitter's name in the specified field

Plan 2 Enrollment Form for Girl Scout Councils

1. Submit the completed enrollment form through the Girl Scout Council for approval.

2. Following Council approval, the Council will send the completed enrollment form and premium invoice payable to United of Omaha Life Insurance Company directly to Mutual of Omaha, Special Risk Services, P.O. Box 31718 - Omaha, NE 68131. Enrollment form and premium must be received by Mutual of Omaha prior to 12:01 a.m. of the first day of the Girl Scout event.

\*Council Code: \_\_\_\_\_

If you do not know your Council Code, please call 1-800-524-2339 to obtain the correct Code.

\*Email Address: \_\_\_\_\_

Name of Council: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

\*Name of person submitting this form: \_\_\_\_\_

Please provide Accident Insurance to cover all enrolled participants in the following approved, supervised Girl Scout activities (except voluntary employees covered under workers' compensation):

**STEP3:**

➤ Complete the following fields under the “Schedule of Each Event” heading (**Be sure to use the “Tab” key to move from one field to the next.**)

- ❑ Name and Location of Event (Provide as much detail on the event as possible.)
- ❑ Beginning Date (typed as MM/DD/YYYY)
- ❑ Ending Date (typed as MM/DD/YYYY)
- ❑ Number of Participants

Name and Location of Event	Beginning Date MM/DD/YYYY	Ending Date MM/DD/YYYY	Number of		Premium Each Day \$	Total (\$)
			Participants	Days		
			25	5	125	\$6.11
						\$0.11
						\$0.11
						\$0.11
						\$0.11
						\$0.11
<b>TOTAL</b>	<b>NA</b>	<b>NA</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>\$0.11</b>

Check made payable to UNITED OF OMAHA LIFE INSURANCE COMPANY for the TOTAL PREMIUM shown above is enclosed. MINIMUM PREMIUM is \$5.00, except that several enrollment forms included in one submission may be combined to meet the minimum.

Council approval is required -- forms without the appropriate Council signature cannot be processed, troop leaders should not submit enrollments directly to Mutual of Omaha.

Pay Now  
 Bill Me and Pay All Activities at Month End

Check this box as your official signature

Title \_\_\_\_\_  
 Date 04/13/2005

Submit

(The fields for “Number of Days,” “Number of Participant Days” and “Premium Amount Due” will populate automatically as you tab to the next line.)

**EXAMPLE:**

Name & Location of Event	Beginning Date	Ending Date	# of Participants
Fontenelle Forest Nature Center, Bellevue, NE	10/25/2005	10/27/2005	45

**STEP4:**

- Select either the “Pay Now” or the “Bill Me and Pay All Activities at Month End” button
- Check the signature box to indicate your official signature
- Click the “Submit” button to finalize your enrollment
- Please make note of and follow the instructions on the “Thank You” screen

Check made payable to UNITED OF OMAHA LIFE INSURANCE COMPANY for the TOTAL PREMIUM shown above is enclosed. MINIMUM PREMIUM is \$5.00, except that several enrollment forms included in one submission may be combined to meet the minimum.

Council approval is required -- forms without the appropriate Council signature cannot be processed, troop leaders should not submit enrollments directly to Mutual of Omaha.

Pay Now  
 Bill Me and Pay All Activities at Month End

Check this box as your official signature

Title \_\_\_\_\_  
 Date 04/13/2005

Submit

Submitted by United of Omaha Life Insurance Company  
 \* Required Field

That’s all there is to enrolling a troop in one of Mutual of Omaha’s Optional Insurance Plans. If you have questions or need further assistance, please call us at 1-800-524-2324.