








UC TRACKER – AUTOMATED INSURANCE COMPLIANCE PROCESS

The University of California has launched a Risk Management Portal that will provide for tracking certificates of insurance received from vendors/contractors and streamline the insurance compliance process. The goal of the UC Tracker is to reduce the risk related to third parties. The system will be rolled out to UC locations in a phased approach, 2-3 locations per month beginning in June 2007. EXIGIS is the service provider and will conduct an on-line training session for each location. When the system is completely rolled out all incoming certificates of insurance will be captured by UC Tracker. UC Tracker is an on-demand, secure web service that is available 24/7.

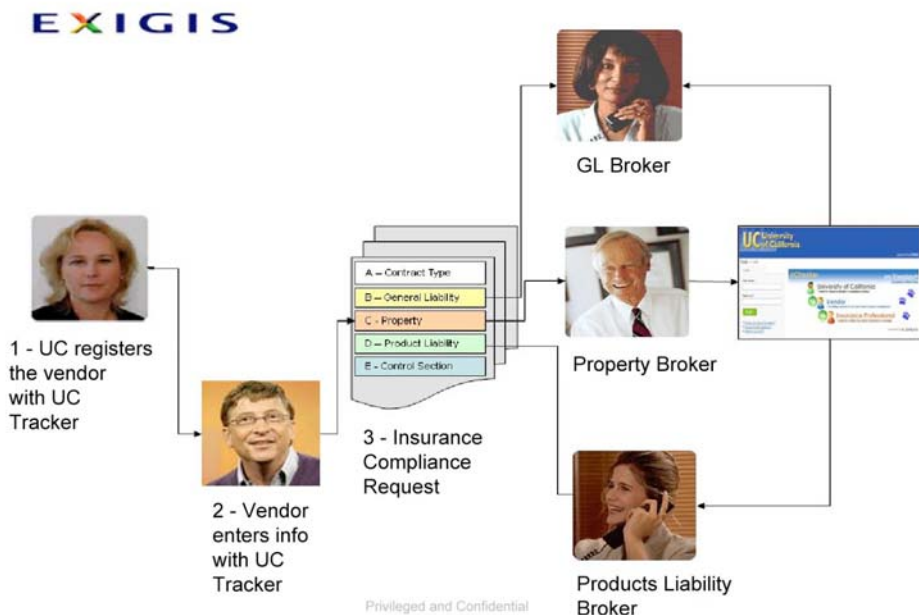
BENEFITS OF UC TRACKER

-  One system wide centralized source for all vendors/contractors certificates.
-  Significant reduction in the effort to collect, track, and search for certificates.
-  Improved efficiencies in verification of compliance with UC insurance requirements greatly improving vendor/contractor compliance.
-  Standardized process for insurance compliance management that will provide Procurement better leverage when dealing with vendors/contractors.
-  Elimination of paper; no more paper files, no more manual filing or searching.
-  Automated updates by the system to follow-up on policy expirations to ensure continuous vendor/contractor insurance compliance.
-  Increase subrogation potential on claims with the ability to track and readily locate certificates issued by a vendor/contractor.








THE NEW PROCESS

The goal is to make this process easier while at the same time increasing the accuracy of the information collected from vendors/contractors. The new process will consist of the following easy steps:

1. UC registers a vendor in UC Tracker
2. Vendor provides broker or insurance company contact information
3. Broker or insurance company provides details of vendor’s insurance and certificate of insurance
4. UC Tracker verifies compliance with UC’s insurance requirements



FREQUENTLY ASKED QUESTIONS

-  How will I know when to begin registering vendors into the system?
The UC Tracker system will be rolled out in a phased approach. Users will be notified of an on-line training session that will be conducted prior to your location's scheduled roll out to ensure you are properly equipped to use the system. You will receive a user ID and password and be emailed an informational packet to use as reference after the training session. Upon your rollout phase, you will be notified to begin utilizing the system and can register vendors going forward.
-  How will I register my vendors?
Vendor registration is easy. The system will prompt you and you will need to provide some basic information, such as the vendor company name, vendor contact's email address, contract type, contract value, etc.
-  What happens after a vendor is registered?
The UC Tracker system will email the vendor's broker or insurance company contact notifying them to begin validating insurance. The UC Tracker system will notify the local Risk Management office of any non-compliance.
-  What if a certificate is non-compliant?
The UC Tracker system will route the certificate request to the local Risk Management office for review to determine if an exception has been or can be made.
-  How will the system check insurance compliance?
The system will verify vendor's insurance against UC's requirements outlined in Business and Finance bulletin BUS-63 Insurance Requirements/Certificates of Insurance.
-  Where will the certificates of insurance be stored?
Once a vendor is registered, a record is created in the portal. The vendors' insurance provider or broker will attach a certificate of insurance to this vendor record which you can access to view and retrieve at any time.
-  How will UC Tracker manage the renewals of my vendor's insurance policies?
One of the benefits of an automated system is email alerts. The system will notify you and the vendor 30 days prior to expiration. This will ensure that vendors are continuously insured and eliminate your need to keep track and follow-up.