Construction Insurance Forms
Quick Tips

How do I access the system?
1. Go to https://ehs.ucop.edu/cli
2. Select the "Sign In" button

How do I create a new form?
1. Select "New Forms" on the top navigation bar
2. Select the form of interest
3. Select "Campus" or "Medical Center"
4. Populate the fields in the form (note: the fields in red are required)
5. Select:
   - Save: to create a draft of the form to be accessed later
   - Submit: to email the form to Willis Insurance Services
   - Print: to print the form
   - Cancel: to close the form and return back to the Home page

How do I edit a form that is "In Progress"?
1. On the Home page, filter the list by selecting "Show All", "Campus Only" or "Med Centers Only"
2. Locate the form of interest (note: sorting by "Modified By" could make the form easier to find)
3. Select "edit" from under the "Options" column

How do I view a form that has been "Submitted"?
1. On the Home page, filter the list by selecting "Show All", "Campus Only" or "Med Centers Only"
2. Locate the form of interest and select "view" from under the "Options" column (note: using the "Find" feature, by selecting Ctrl-F, and searching for the "Project Name" or "Modified By" may be helpful)

Does the PDF file you printed have missing or garbled text?
1. Open the Printers and Faxes (Windows XP), Printers (Windows Vista) or Devices and Printers (Windows 7) folder.
2. Right-click the Adobe PDF printer and choose 'Printing Preferences'.
3. On the Adobe PDF Settings tab, uncheck to option 'Rely on system fonts only; do not use document fonts.'
4. Click OK to close the printer preferences dialog box.

Bonus Tip: Hover over the ⌟ in the bottom right corner of text fields and drag to expand the box when you might want to enter a lot of text, such as "Project Description" and "Notes, Descriptions, or Additional Information".

Please contact the ERM Service Desk for more information.
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