MEMORANDUM OF INSURANCE

BYU has an on-line Memorandum of Insurance program. Requests for certificates of insurance regarding general liability should be directed to the following web site.

www.marsh.com/moi?client=D165

If an entity will not accept the Memorandum of Insurance, a request for Certificate of Insurance should be completed two weeks prior to the need.

INSTRUCTIONS ON ENTERING Marsh’s Website

The following are the instructions for how to enter into Marsh's web site and obtain a BYU memorandum of insurance.

1. Type www.marsh.com/moi?client=D165
2. Read over about memorandums of insurance.
3. Hit "View MOI" button.
4. A screen comes up with the terms and conditions of access. At the bottom of this screen are two buttons - "I Accept" or "I do not accept". Hit the I Accept button.
5. The memorandum of insurance comes up. Please review it. At the bottom of the M.O.I. is an instruction to "click here for a printer-friendly version of this document". Click on this.
6. Follow the regular procedure to print on your computer - file, print, etc. You'll get a printed copy. This is just as valid as a certificate of insurance.

This can be used in lieu of requesting a certificate for anyone who will use it. The site can be accessed 24/7 which is very good for emergency situations.

The following are frequently asked questions regarding Memorandum of Insurance

Q. What is a Memorandum of Insurance?

A Memorandum of Insurance (MOI) provides on-line information about a company's insurance program. This information includes policy numbers, limits, and insurance companies. Marsh prepares the Memorandum and the information is subject to the terms and conditions stated on the Memorandum. The information can be viewed at the MOI web site.
Q. Is a Memorandum of Insurance evidence of Insurance coverage?
Yes. The Memorandum of Insurance is an acceptable method to evidence current policy coverage information.

Q. How is the MOI different from a Certificate of Insurance?
The MOI shows insurance information, just as a Certificate of Insurance does. The MOI has no signature, the certificate holder’s name is not shown and it is called a Memorandum of Insurance rather than Certificate of Insurance. The MOI also does not have the standard cancellation wording contained on a Certificate.

Q. Is the Memorandum of Insurance information available 24 hours a day, 7 days a week?
The Memorandum is available at any time, subject to web site maintenance and information updates. Marsh plans to update the information at the MOI web site at the time of policy renewal and any time there is a major change in coverage, term or Insurance Company.

Q. Can the MOI be printed?
Yes, you may print a copy for your files. When you view the MOI, click on the printer-friendly version option. Select File, Print.

Q. What are the key benefits of this MOI web site?
• Available to view at any time
• Reduces the paperwork, phone calls and faxes involved in obtaining paper Certificates of Insurance

Q. What are the financial ratings of the carriers listed on the MOI?
Ratings are available through A.M. Best Company at www.ambest.com. Marsh does not guarantee the financial ratings of carriers.

Q. How do I know if I have Additional Insured status if my company’s name does not appear on the MOI?
Some companies do not grant Additional Insured status. If Additional Insured status is granted, it is done by endorsement to the policy. The terms of that coverage grant will vary by policy/carrier/endorsement. In such a case, the insured’s policy will dictate to what extent coverage is provided to you. The MOI
may indicate that the policies of insurance have been extended to provide Additional Insured status to a group of entities with whom the Insured does business. Look carefully at the Additional Information section of the MOI for information regarding Additional Insured endorsements to the policies of insurance.

Q. WHY IS THERE NO NOTICE OF CANCELLATION ON AN MOI?

The MOI streamlines the outdated, paper-intensive process of issuing Certificates of Insurance and offers you the ability to check the MOI any time to verify that coverage is still in place. Viewers who access the MOI are not tracked, so can not be notified of a cancellation.

Q. WHAT HAPPENS TO THE INFORMATION AT RENEWAL?

Marsh plans to update the information on the MOI at the MOI web site at the time of policy renewal and any time there is a major change in coverage, term or Insurance Company.

FOR FURTHER INFORMATION, CONTACT:

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