

***GIRL SCOUTS OF THE USA
OPTIONAL INSURANCE ONLINE ENROLLMENT
USER GUIDE***

FOR COUNCIL AUTHORIZED PERSONNEL ONLY

CONVENIENT ONLINE ENROLLMENT

It's easier than ever to enroll for Optional Insurance coverage from Mutual of Omaha Insurance Company. The Optional Insurance Plans (Plan 3P and Plan 3PI) provide valuable coverage for your registered scouts, troops, and/or potential scouts while participating in events/activities that are not covered under the Basic Accident Insurance.

Why online enrollment?

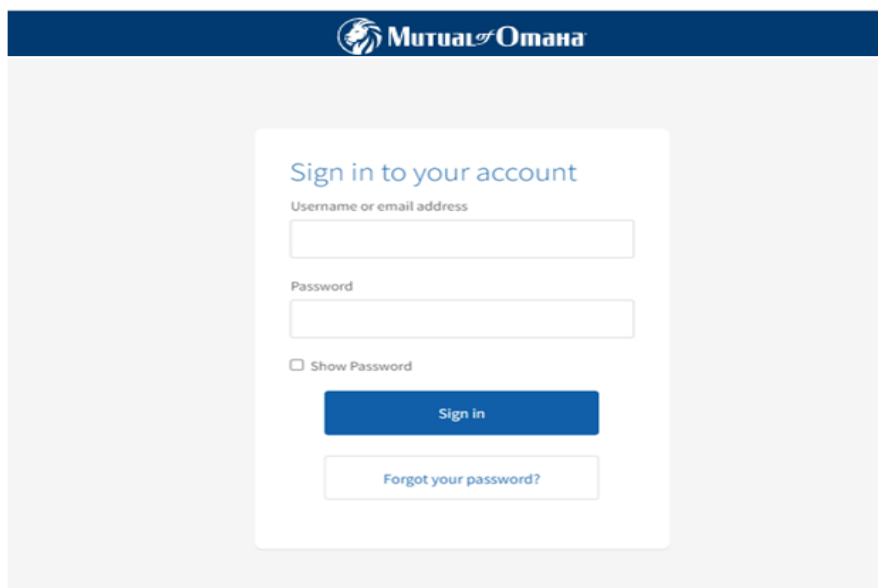
- ❖ Authorized Council Personnel can quickly enroll for coverage for Council approved activities and events.
- ❖ Elimination of unnecessary paperwork problems and possible delays in getting coverage confirmed by mail.
- ❖ Save on postage expenses.
- ❖ No longer need to mail a payment...payment can be made immediately, online.

ENROLLING FOR OPTIONAL INSURANCE

Access the enrollment "sign in" page at <https://www76.mutualofomaha.com/enterprise/myportal/girlscouts>.

Enter your User ID and Password

Click on the Sign In button or press your enter key.

A screenshot of the Mutual of Omaha sign-in page. At the top is a dark blue header with the Mutual of Omaha logo and name. Below the header is a light gray background. In the center is a white rectangular box containing the sign-in form. The form has the heading "Sign in to your account" in blue. Below the heading are two input fields: "Username or email address" and "Password". Below the password field is a checkbox labeled "Show Password". At the bottom of the form is a blue "Sign in" button and a "Forgot your password?" link.

Select the Plan Enrollment Link.

The screenshot shows the Mutual of Omaha website header with the logo and navigation links: My HR Tools, My Apps, Support, and Producer Tools. The main content area is titled "Girl Scout Event Registration". On the left, there is a sidebar with "Need help with:" (Event Enrollment, Payment Options, contact: girlscouts@mutualofomaha.com) and "For technical help regarding either:" (Registration Key, Username/Password, contact: srbs@mutualofomaha.com). The main content area has a heading "Girl Scout Event Registration" and a link "Plan Enrollment" with the text "Click here to enter a Plan Enrollment or Search for a previously entered event." A red arrow points to this link. Below the link, it says "Adobe Acrobat Reader is required to print an invoice. Download the latest version for [free here](#)".

After reading the Girl Scout Notice, click the Next button.

The screenshot shows the Mutual of Omaha website header with the logo and navigation links: My HR Tools, My Apps, Support, and Producer Tools. The main content area is titled "Girl Scout Notice". On the left, there is a sidebar with "Need help with:" (Event Enrollment, Payment Options, contact: girlscouts@mutualofomaha.com) and "For technical help regarding either:" (Registration Key, Username/Password, contact: srbs@mutualofomaha.com). The main content area has a heading "Girl Scout Notice" and text: "United of Omaha relies on the Council to validate/authorize both Enrollment Forms and Claim Forms prior to processing. Enrollment Forms and premium must be received prior to the beginning date of any event, United of Omaha cannot back date coverage. Coverage is not in effect until full payment of all premium is received by Mutual of Omaha. Claim Forms and appropriate bills should be filed/submitted as near the date of the accident as reasonably possible." Below this, it says "Mutual of Omaha Insurance Company is licensed in all 50 states; United of Omaha Life Insurance Company is licensed in all states but New York. In New York, Companion Life Insurance Company, Lynbrook, NY, underwrites life insurance and annuities." and "AFN 31231". A red arrow points to a blue "Next" button.

HELPFUL HINT...for movement within the site



Select the insurance plan (3P, or 3PI*) button for the coverage you need.

**If you've selected Plan 3PI you will be required to complete a trip roster of participants before the actual enrollment form. If the age of the participant is unknown enter 0 for child and 99 for adult*

The screenshot shows the Mutual of Omaha website. The header includes the Mutual of Omaha logo and navigation links: 'My HR Tools', 'My Apps', 'Support', and 'Producer Tools'. The main content area is titled 'Girl Scout Council/Plan Enrollment Forms for Girl Scout Optional Plans 3P or 3PI'. It includes a 'Council - Plan Information' section with fields for Council Code, Council Name, Email Address, Address, City/State/ZIP, and Name of person submitting this form. Below this is a 'Coverage Choice' section with a table of optional plans. The table has columns for Plan Name, Coverage Type, Coverage, and Premium. Two plans are listed: Plan 3P and Plan 3PI. At the bottom, there is a 'Search by event:' section with fields for Event Name, Event Date (From and To), and a 'Search' button. A red arrow points to the 'Search' button.

Plan Name	Coverage Type	Coverage	Premium
Plan 3P	Primary Coverage	Accident & Sickness	\$0.70 Per Day
Plan 3PI	Primary Coverage	Accident & Sickness & Travel Assist	\$1.17 Per Day

Enter the following:

1. Name & Location of the Event.
2. The Beginning and Ending Dates. (*The format for all dates must be MM/DD/YYYY.*)
3. The Number of Participants.

NOTE: The remaining fields (# of participants Days & Total Event Premium) will calculate automatically when you tab through them.

You can enter up to 15 events on one enrollment form. If you have more than 15 events you'll need to complete this enrollment and create a new one to enter up to 15 additional events. At the bottom of the enrollment form select your payment method, either Pay Online or Pay by Check. The events should include the name of the event, such as Camping, and the location (city or name of closest town, state abbreviation), unless it is a generally known location such as "Yellowstone" or Disney World", etc.

For Plan 3PI, the roster is limited to 25 names.

Mutual of Omaha

[My HR Tools](#) |
 [**My Apps**](#) |
 [Support](#) |
 [Producter Tools](#)

Need help with:

- Event Enrollment
- Payment Options

Please contact: girlscouts@mutualofomaha.com

For technical help regarding either:

- Registration Key
- Username/Password

Please contact: sibs@mutualofomaha.com

[Home](#) >> [Girl Scout Notice](#) >> [Search Councils](#) >> [Council Plan](#) >> [**Event Info**](#)

Girl Scouts Event Info

Plan 3P Enrollment Forms for Girl Scout Councils

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

Event Information
*Required Field

(1)	(2)	(3)	(4)	(5)
Name and Location of Event	Beginning Date	Ending Date	Number of Participants	Number of Days
(MM/DD/YYYY)	(MM/DD/YYYY)	25	5	125
KC TRIP- TI	10/05/2023	10/08/2023	8	4
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
TOTAL	N/A	N/A	8	4

Premium Each Day
(Daily Rate)

Total (\$X.X)
(Enrol Premium)

\$ 0.70	\$ 22.40
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 0
\$ 0.70	\$ 22.40

MUTUAL PREMIUM is \$5.00 per enrollment form. Several events can be included on one form to meet the minimum premium. Underwritten by United of Omaha Life Insurance Company.

[Pay Online](#)
[Pay By Check](#)

MAKING PAYMENT FOR COVERAGE

There are two options available for paying the premium due, Pay Online or Pay by Check. When you select Pay Online you are authorizing an ACH transaction from a checking account.

- Selecting Pay Online brings you to the **Girl Scouts ACH Payment Info** screen (see below).
- Enter your bank routing and account numbers. (The “What Is This?” link can be helpful in locating each). Routing Numbers are 9 digits. Bank Account Number limit is 17 digits. If the bank account number exceeds 17 digits, you may not pay on-line & check should be mailed to United of Omaha, PO Box 31716, Omaha, NE 68131-0716. A money order cannot be entered as an ACH payment.
- You must enter your Account Number twice as a safeguard.
- Then select the Pay Now button.

Girl Scouts

Home >> Girl Scout Notice >> Council Plan >> Event Info >> ACH Payment Info

Girl Scouts ACH Payment Info

ACH Payment Information

Total Payment: \$14.70

Routing Number:

What is this?

Enter Account Number:

Re-enter Account Number:

[Pay Now](#)

Need help with:

- Event Enrollment
- Payment Options

Please contact: girlscouts@mutualofomaha.com

For technical help regarding either:

- Registration Key
- Username/Password

Please contact: srbs@mutualofomaha.com

If you're unsure of your question, please contact us at 1-800-524-2324 between the hours of 8am to 4:30pm Central time. After hours, please contact us via email [here](#).

Upon successfully entering your bank information you will get a confirmation screen.

You can now select the **Print** button to get a copy of the Coverage Statement (which shows event and premium information).

Girl Scouts

Home >> Girl Scout Notice >> Council Plan >> Event Info >> ACH Payment Info >> ACH Payment Confirmation

Girl Scouts ACH Payment Confirmation

ACH Payment Confirmation Information

Transaction Date:	09/07/2023
Request ID:	★ 141905
Payment Amount:	\$14.70
Transaction #:	435244

[Return To Select Plan](#) [Print](#)

Payments will process in 1 to 2 business days.

Need help with:

- Event Enrollment
- Payment Options

Please contact: girlscouts@mutualofomaha.com

For technical help regarding either:

- Registration Key
- Username/Password

Please contact: srbs@mutualofomaha.com

If you're unsure of your question, please contact us at 1-800-524-2324 between the hours of 8am to 4:30pm Central time. After hours, please contact us via email [here](#).

Selecting the Pay By Check option will take you to this payment confirmation screen.

The Pay By check option requires that you send payment immediately. There is no longer a “Bill Me” option.

The screenshot displays the 'Girl Scouts Check Payment Confirmation' page. On the left, there is a sidebar with contact information for Mutual of Omaha. The main content area shows the following details:

Transaction Date:	09/01/2023
Request ID:	141794
Payment Amount:	\$22.40

Below the table, there are two buttons: 'Return To Select Plan' and 'Print'. A red arrow points to the 'Print' button.

You can now select the **Print** button to get a copy of the Coverage Statement (which shows event and premium information).



You'll need to print the Coverage Statement and remit a copy of it with your check for the total amount due. The address for remitting premium appears in the Coverage Statement.

The Coverage Statement will launch in Adobe Acrobat. (A free copy of Adobe can be downloaded via the link on your login page.)

The Coverage Statement is your confirmation that insurance has been purchased. Coverage will not be effective until premium has been received.

Please Note the Invoice Number in the upper right hand corner of the page. This invoice number should be used when calling our Customer Service Area with questions and/or during search activity within the site.

Upon closing the Coverage Statement window you will be returned to the Payment Confirmation screen. If you have additional events to enter, click on the Return to Select Plan button.

<small>MUTUAL OF OMAHA INSURANCE COMPANY SPECIAL RISK PREMIUM DEPARTMENT P O BOX 31716 OMAHA, NE 68131 800-524-2324 girlscouts@mutualofomaha.com</small>				
		STATEMENT		
GIRL SCOUTS, SAN DIEGO 1231 UPAS STREET SAN DIEGO, CA 92103		Date: 09/07/2023 Invoice Number: ★141925 Council Number: 623		
PLAN 3P				
Event Name and Location	Begin Date	End Date	Number of Participants	Premium Amount
TRP 1923 BSUSA GIRLS ADV AVALON, CATALINA ISLND CA	09/15/2023	09/17/2023	7	14.70
Total:				14.70
Total Amount Due:		14.70		
Amount Paid:		14.70		
Balance Due:		0.00		
Your account will be debited for the Total Amount due within two business days. Coverage is not in effect unless full premium payment is received. (ACH funds are received by Mutual Of Omaha.)				
Mutual of Omaha Special Risk Premium Dept PO Box 31716 Omaha, NE 68131				
Thank you for submitting your event enrollment. If you have any questions, please call us at 1-800-524-2324.				
		Underwritten by United of Omaha Life Insurance Company.		

If you have no additional events to enter you can select the Log Out link in the upper right hand corner.

SEARCH ACTIVITY WITHIN THE SITE

Why Search? To verify that insurance has been purchased for a particular event or to print another copy of a Coverage Statement.

There are three different and distinct search options: (1) using the “View All Requests” button; (2) searching by “Event Name” or (3) searching by “Event Dates”.

To begin a search, return to the Girl Scout Council / Plan Information page and either: (1) click the View All Requests button at the bottom; (2) enter the event name and click search or (3) enter the event dates and then click search.

Mutual of Omaha

My HR Tools **My Apps** Support Producer Tools

Home >> Girl Scout Notice >> Search Councils >> Council Plan

Need help with:

- Event Enrollment
- Payment Options

Please contact: girlscouts@mutualofomaha.com

For technical help regarding either:

- Registration Key
- Username/Password

Please contact: srbs@mutualofomaha.com

If you're unsure of your question, please contact us at 1-800-524-2324 between the hours of 8am to 4:30pm Central time. After hours, please contact us via email [here](#).

Girl Scout Council/Plan

Enrollment Forms for Girl Scout Optional Plans 3P or 3PI

Council - Plan Information

Council Code:	556
Council Name:	GIRL SCOUTS - SPIRIT OF NEBRASKA
Email Address:	molly.fellows@mutualofomaha.com
Address:	2121 SOUTH 44TH STREET
City/State/ZIP:	OMAHA, NE 68105-2809
Name of person submitting this form:	Molly Fellows

Coverage Choice

The Optional Plan of Insurance desired is (please only one optional plan selection per enrollment form):

Plan Name	Coverage Type	Coverage	Premium
Plan 3P	Primary Coverage	Accident & Sickness	\$0.70 Per Day
Plan 3PI	Primary Coverage	Accident & Sickness & Travel Assist	\$1.17 Per Day

Search by event:

Event Name:

Event Date: From To

[Search](#) [View All Requests](#)

You'll receive a listing of all events that have been submitted by your Council authorized personal. The Request ID is the Invoice Number from the Coverage Statement.

You can page through the requests by using the First, Prev, Next or Last buttons.

You can sort the Request ID's in ascending or descending order. Just click on the arrow below the Request ID heading in the first column.

CUSTOMER SERVICE & TECHNICAL ASSISTANCE

For help in completing an enrollment form call our Customer Service Representatives at 1-800-524-2324. Someone is available to assist you from 8:00am to 4:30pm Central Standard Time. Or email girlscouts@mutualofomaha.com.

To report technical difficulties please send an e-mail to SRBS@mutualofomaha.com.