

Roles and Permissions

Use this guide to designate which people at your institutions should have roles in managing United Educators' (UE's) insurance policies, claims matters, and contacts. The permissions described below grant users access to the referenced information in My UE. For questions or assistance, email uesupport@ue.org.

Your institution only should have one Proxy Contact, one Insurance Contact, and one Application Manager account role.

The person holding the Application Manager account role also must hold the Application proprietary permission.

Members' Account Roles and Their Definitions

Application Manager	Person receiving the online insurance renewal application
Claims Billing Contact	Person receiving claims payments
Claims Contact	Person who, unless otherwise specified, receives claims correspondence for all lines of business — general liability (GL); management liability (ML), including educators legal liability (ELL) and fiduciary liability (FDL) <i>Note: Additional Claims Contacts refers to other people who, unless otherwise specified, receive claims correspondence for all lines of business.</i>
CMS Account Manager	Person working with claims on medical services payments
Insurance Contact	Person responsible for insurance-related decisions, including decisions related to the Risk Management Premium Credit (RMPC) program
Online Course Administrators	People who access and run reports for UE's online courses
Proxy Contact	Person casting votes for UE's annual board meeting
Risk Management Contact	Person responsible for risk management activities

Members' My UE Proprietary Permissions Definitions

Application	Allows users to manage the online insurance renewal application
Loss Run	Lets users download reports detailing your claims history
Member Benefit Report	Allows users to manage your RMPC program and download a report providing a comprehensive view of your membership activity with UE, including a policy and claims summary
Ownership Statement	Lets users download a report documenting the allocations to and balance of your subscriber savings account