

Please fill out the claim form completely and accurately. The claim form process should take approximately 5 to 10 minutes to complete. Mandatory fields are outlined in red and must be completed in order to submit the form. Below are some helpful tips that may be used when filling out your claim form. Please feel free to contact University Risk Management at 303-860-5682 or at riskmgmt@cu.edu with any questions or concerns.

Tips:

*If there is a mandatory section that you are unable to complete because you do not have that information available or it is not applicable to your claim please put N/A in the field and move on to the next section

*If you are not sure of the exact date and time of the incident/injury please provide us with an approximate time frame and make a note in the comments section found at the end of the claim form

*To enter a specific date on the claim form use the calendar by navigating to the correct year and month then click directly on the specific date of your incident/injury

*To enter a specific time click directly on to the clock first to set the hand for the hour then click again on the clock to set the minute hand.

*Do not forget to designate AM/PM when recording time

*Please enter all phone numbers without dashes or extra characters e.g. 3038605682

*Please ensure that all contact information provided in the claim form is correct and accurate

*If a drop down menu does not have an option that matches what you are reporting please use the "Not Otherwise Listed" option

*The attachments section may be utilized to attach more detailed information regarding your claim, photos, medical records, invoices/bills, or estimates related the claim

*Up to six email addresses can be added to receive a copy of the claim form electronically (to ensure the email reaches your inbox, add do-not-reply@ventivtech.com to your address book) or the claim form can be printed by clicking on the **Download PDF** on the bottom left side of the screen

***Make sure to select the SUBMIT button to submit your claim.**

