



## MEMBERSHIP RENEWAL & ACTIVATION

365 Workplace Safety Members that are in the UFG Safety Program have their membership date tied to the effective date of the first insurance policy placed with UFG. The process is fully automated and the first renewal email goes out 90 days before the renewal date. Another email is sent 60 days and then 30 days before their renewal date.

The automated email includes a Paypal link and is sent direct to the billing contact. If a client wants to pay by check we send an invoice to the billing contact upon request. Once the payment is received an activation email is sent to create a log in and password to the 365 WS Portal.



## MEMBER VERIFICATION

After the activation email is sent a member verification email will go out. It will ask the member to review the data we have on file and notify us of any updates to their company's application.