



We appreciate the opportunity to be of service to your school for the 2016-2017 school year.

Below is the information you will need to access your Claims Status and Enrollment Status (for voluntary parent paid coverage). This information is available at the Student Assurance Services, Inc. website, [www.sas-mn.com](http://www.sas-mn.com). The Master Policy for your basic coverage and catastrophic coverage (if purchased) will become available online in the next few weeks.

Your Login: pearl

Your Password: 23sas104

School District Policy Number: 23-16-1538-480-104-6

- Go to Student Assurance Services' home page at [www.sas-mn.com](http://www.sas-mn.com)
- Go to the "K-12 Administrators" section by clicking the button in the upper right hand corner of our home page.
- Click "School Login" in the navigation window to the left of the screen.
- Sign in using your assigned login name and password.
- Then type the basic policy number (including dashes - ). All policies will be shown if applicable.
- Then Choose "List of Enrolled Students" for voluntary parent paid coverage, "Claims Status Report" or "Master Policy".
- You will also be able to download a claim form for your basic coverage. The downloadable claim form is available for K-12 Students/Parents in the navigation window by clicking "Claim form". Tech college claim forms and coverage information can be accessed at the "K-12" Students/Parents' section of the website. To find the college accident claim form (claim form #3):
  1. Click on "Find My School"
  2. Choose the correct state from the drop down box
  3. Select the name of the tech college from the final drop down box
- After you complete PART A of the claim form, give the form to the parent or tech college student. The parent/student will complete their portion and submit the form to us.
- Catastrophic claim forms and filing information are available by contacting us at 800-328-2739.
- The information is intended for administrative use only and should not be shared with the general public because of privacy regulations (HIPPA).
- Parents and tech college students that purchase full-time 24-hour coverage will have their own access to brochures and claim forms for non-catastrophic claims that occur outside of school.

If you have any problems accessing the claims and enrollment information please contact:

David Desch, Sales Director, at [davidd@sas-mn.com](mailto:davidd@sas-mn.com) or 800-328-2739, extension 117.