

Instruction for Vineyard's accessing short term mission insurance website and application

1. Pull up Good Neighbor Insurance's SRI web site: www.missionaryinsurance.org
 2. Half way down the home page, under #SRI/GNI short-term team coverage,# click on #Group logon for existing/contracted groups#
 3. Enter your private code: Z9KZHFBT
 4. If you pay by a check, our password code is #gni123# to get into the Invoice area.
 5. After you enter the individual team members' names, there is an option that says #Organization/Team Information#. This is where you can enter the team name or identifying numbers, and the destination. You can put whatever you want in that area in order to help you categorize your teams. Example: Worldwide Mission-Uganda Team. It will help you, SRI, and us when you need to make changes in the future.
 6. If you pay by check your team will be covered but will not get a confirmation until Seven Corners receives that check. If you pay by check you must mail the check to Seven Corners attention: Short Term Teams, 9200 Keystone Crossing, Suite 300, Indianapolis, IN 46240, USA] and fax a copy of that check to Good Neighbor Insurance at 480-813-9930.
 7. If you need to cancel or make a name correction to a team, you will still have to contact Good Neighbor Insurance via fax or e-mail.
 8. If you need to add another person to the team after you have applied for the original team, just input them into the online application site, using the same team name with #Add-on# after it. If you are paying for the "add-on" with a check, you will need to write another check for that amount and mail it to Seven Corners.
- ***It would be wise to keep a copy of checks that you send to Seven Corners as well as any other documents you send them whether in the mail or by email.**