First-Time Users
Insurance Instructions for Domestic Travel to CANADA without students


2. Click the Register Here icon.

3. Register by filling in the appropriate information. The display name can be the same as the user name.

4. After registering, you will be redirected to the main Adventist Risk page. Click on the scrolling TravelHub banner when the TravelHub image appears.
5. Scroll down to the middle of the page, and on the right side, click the **Open the TravelHub** icon.

6. Click the **Begin a New Application** icon.

7. Click the **Short Term Travel, Volunteer Labor, Misc. Trips & Activities** icon.

8. To find the Division/Union/Conference for La Sierra University, click the **Click to Select** icon.

9. A separate box will pop up. Enter “La Sierra University” into the search box. Click **Search**.

10. Click the first option **Pacific Union Conference > La Sierra University**.
11. Type in “La Sierra University” as the Sponsoring Organization.

12. Continue filling in the remaining boxes with the appropriate information.
   Contact Name = your first name
   Contact Surname = your last name
   Address = your home address
   Email = your email address
   Telephone No. = your phone number

13. Enter the project name.
   Because you are affiliated with La Sierra University, select *Educational Sponsored Trip* in the drop down box.

14. When the form is completely filled out, click *Next* at the bottom of the page.

15. Add the name(s) of participant/s, first then last name/s. You MUST enter your own name if you are traveling even if you entered it as the contact name on the previous page.

16. Check “yes” or “no” indicating whether each participant is between the ages of 80 and 84.

Check *SDA Sponsored Trip* if La Sierra University is sponsoring your trip or check *Personal Trip*. 
17. Enter the name of the city and state from which you are leaving.

18. Enter the destination information in the following box.

19. If traveling to multiple provinces, there is no need to fill out a separate application for each province. Simply select the main destination (Canada) to which you will be traveling from the “Country” drop down box and type in the additional provinces to which you will be traveling in the box labeled “State/Region/Province.”

20. Because you are traveling domestically (Canada falls under this category), select the “No” bubble next to short term travel.

21. Unless you are performing volunteer labor, select “No.”
22. Because you are traveling within CANADA, select the “Yes” bubble next to “Misc. Trips & Short Term Activities.” Two travel dates boxes will pop up once the “Yes” bubble is selected.

23. Click on the calendar icon to the right of the empty box to select the date your activity or travel begins.

24. When the calendar opens, select the date your activity or travel begins.

25. Next, select the date your activity or travel ends.

26. Click Add to Cart. Otherwise, the information on the page will be lost.

27. Your “Cart” is now visible. Edit and Remove options are available if necessary. If editing, always be sure to click “Update” when finished or your information will be lost.
28. If participants who are traveling on different dates still need to be added to the application, click “Save and Close.” **If you are ready to proceed to payment, click and skip down to step # 34.**

29. After being taken to the “My Applications” page, click on the magnifying glass to reopen the application.

30. Click “Next” on the contact page and add the new participants and their travel information.

31. If there are separate participants traveling to different destinations or on different dates, they must be added separately, stating which states they are traveling to and on which dates. For example, if Jane and John are traveling on separate dates, they cannot be entered together here:

They must be entered one at a time so that each is entered into the form with a specific destination and traveling dates.
32. After all the applicants are entered; the Application Cart should be updated.

33. Once satisfied with the information, click Next. The “Totals and Authorization” will be the next page (as shown by the figure to the right).

34. TravelHub charges all travelers to Canada a total of $25.00 unless the insurance for the amount of people going exceeds this amount. The total of all the applicants will be shown on this page as well. Once the policy has been read, type the name of the contact person his/her title, and initials. The name of this person should be the one filling out this application.

35. Click Proceed to Payment.
36. To check out, click the “Check out with PayPal” link. You will be redirected to the PayPal site where you will be able to pay. Using a PayPal account is not necessary. A “Bill Me Later” option is also available.

37. Once payment is complete, the site redirects you, the customer, back to the Adventist Risk Management site. The page will contain a large yellow figure. Click the figure to print your receipt, Insurance Identification Cards, and the Policy Summary.

38. At the top of the page, there will be printing options. **It is very important that you click print.** This is the “receipt” you will attach to your Travel Authorization Application that you will scan and email to the Provost’s Office. Without this printout, showing that you have paid for your insurance, the Provost’s Office will have no documentation that you have paid for insurance and won’t be able to approve your trip request.

39. Be sure to print your ID card and carry it with you as you travel.

40. Should you wish to print your ID card or receipt at a later date, simply log back into your account at any time and click **My Applications.** There you will find all submitted applications and links in which you can print the ID card, policy, and receipt.