



Florida A&M University

Special Event and Facility Use Insurance

Online Purchase/Access Information

The URMIA Tenant User Program is available for use by Florida A&M University. Below are the requirements and guidelines to successfully purchase an insurance policy when deemed necessary by FAMU Risk Management.

**YOU MUST HAVE INTERNET ACCESS TO UTILIZE THIS SERVICE
AND A CREDITCARD FOR PAYMENT TO SECURE A POLICY**

- **ACCESS WEBSITE:** <http://urmia.bene-marc.com> (*DO NOT* insert www. in front of the web address).
- **REGISTER:** 1.) You must register with a username (which will be your email address. 2.) Create your own password to enable login and usage.
- **LOGIN:** Login to the site with your username (your email address) and **University passcode, which is: 25001576. The passcode MUST be entered.**
- **COMPLETE:** Complete each question and follow the directions via the URMIA/Bene-Marc site, for event information input and the purchase process.

You may contact Mr. James Conoly or Mrs. Keisha McQueen within Environmental Health and Safety, Risk Management Department at 850-599-3442/phone, 850-599-8024/fax or riskmgt@fam.u.edu if additional assistance is needed.