

**Washington Cities Insurance Authority  
Tenant User Liability Insurance Program**

Instructions for obtaining a quote and/or insurance are as follows:

1. Access the site at [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip).
2. User enters facility ID code. See the attached spreadsheet for your specific facility ID code.\*
3. The user answers questions about the event.
4. The user then clicks on “Quick Quote” for the cost of the insurance,
5. If the tenant elects to purchase the insurance they fill in user (the insured) and contact information. The transaction is completed with a credit card on-line.
6. In a matter of minutes (after credit card approval) an insurance certificate will be emailed to the user (contact information email address) and to the WCIA member email address specified on the attached spreadsheet.

\*If facility ID code is misplaced user may click on “If you do not know the facility ID then click here”. Next use the drop down list to select “Washington Cities Insurance Authority” as the facility name. Scroll down it is at or near the bottom. Then select the appropriate location from the drop down list. It is in order by City name first.

Access to the program is only available on-line and payment must be by VISA or MasterCard.

<u>LOCATION</u>	<u>FACILITY ID CODE</u>
Abrams Park	0465-149
Davis Park	0465-150
Streets & other locations	0465-202