

**TENANT USERS LIABILITY INSURANCE
ONLINE APPLICATION PROCESSING**

**DO NOT USE THE “BACK” BUTTON ON YOUR BROWSER – USE THE “GO BACK” BUTTON PROVIDED.
ONLINE ASSISTANCE CAN BE PROVIDED BY CONTACTING 1(800) 507-8414**

- 1) Go into the internet and access the following website: www.ebi-ins.com/tulip
- 2) **Step 1 – Select your Facility**
 - Enter the Entity ID code provided to you
 - If you do not know the Facility ID, click on the purple link right below for assistance
- 3) **Step 2 – Qualify Your Event or Activity**
 - Select your event or activity from the list of eligible events or activities
 - A drop down menu is available for assistance
 - If you cannot locate your event, click on the link to list the ineligible events and activities. If your event is listed on the ineligible list, it does not qualify for this program.
 - Answer the “Yes” or “No” questions that follow
 - Click “Next” when done
- 4) **Step 3 – Get your quote**
 - Click on the calendar and choose the date(s) of your event. If your event will extend past midnight, be sure to add one additional day since coverage ends at 12:01 am.
 - Name of your Event – Give your event a name (Example – Jack & Jill’s Wedding)
 - Event Length – The number of days will pre-fill based on the information selected on the calendar above
 - Average Daily Attendance – Enter the number of attendees (per day) for the event
 - Do you require **liquor liability**?
 - Click “Yes” only if you will be “selling” liquor.
 - Click “No” if you will only be “serving” liquor.
- 5) **Insured Information**
 - Enter contact name and mailing address of the person in charge of the event
- 6) **Contact Information**
 - If the contact information is the same as the insured information above, check the box provided to pre-fill this information
 - You will need to enter a contact phone number and email address
 - Click on “**Continue to Next Step**” when done
- 7) A preview of all the information previously entered will be shown. Please review for accuracy. If changes are needed, click the “**Make Changes**” button on the bottom of the screen. If no changes are needed, you must check the box that you agree all information is correct and then click “**Continue**”
- 8) Once the “**Continue**” button has been selected, a Summary of Coverage and Premium Information will be available. Select the “**Purchase These Coverages**” button on the bottom of the screen
- 9) **Billing Information**
 - You will be prompted to enter your credit card information for processing. Select the “**Continue**” button when done.
- 10) **Review Billing Information**
 - The system will ask you to review all information for accuracy. If corrections are needed, select the “**Make Changes**” button and make any necessary changes needed. If correct, select the “**Submit**” button on the bottom of the screen.
- 11) **Certificate Binder**
 - Once the above has been completed, a Certificate Binder will be provided.