

EQUIPMENT MAINTENANCE MANAGEMENT INSURANCE PROGRAM
EMMP INSURANCE PROGRAM 'HOW TO' GUIDE

REQUESTING A QUOTE

1. Submit documentation showing current or previous pricing and terms of service (such as purchase orders (preferred), maintenance agreements, or warranty agreements) to the EMMP Insurance Program Mailbox: EMMP@dgs.ca.gov
2. If equipment has no existing or previous maintenance contracts or warranties, submit a completed Quote Request to: EMMP@dgs.ca.gov
3. You will receive Quote within five business days.

ENROLLING YOUR EQUIPMENT

1. Review your Quote for accuracy.
2. Submit a completed and approved Bind Letter (provided to you with Quote) to:
EMMP@dgs.ca.gov
3. You will receive Enrollment Confirmation within one business day.

PAYING YOUR INVOICE

1. You will receive ORIM-approved Premium Invoice within two weeks of submitting your Approved Bind Letter.
2. Submit payment to your accounting department or SCO.

- [Straight Pay is an option to pay your ORIM-approved Premium Invoice](#)

Per the California State Controller's Office (SCO):

Any Alliant invoice, for any amount, can be submitted to SCO for "straight payment", without an approved PO/SO, by any State department as long as the Alliant invoice has been "approved for payment" (Stamped and signed by the appropriate Office of Risk and Insurance Management (ORIM) representative.)

REQUESTING SERVICE FOR YOUR COVERED EQUIPMENT

1. Call the Remi Dispatch Center: **(866) 296-4847**
4. Immediately Report any service issues to Jason Mann (Remi Program Manager):
916-216-9984, jmann@theremigroup.com or to: EMMP@dgs.ca.gov

TO VIEW A SCHEDULE OF YOUR COVERED EQUIPMENT AND ACCESS OTHER ASSET MANAGEMENT TOOLS,
FOLLOW THE LINK TO REMIONLINE TO SET UP AN ACCOUNT: <http://remionline.com/>