



Dear administrator

This instruction form is intended for administrators of organisations **sending** participants taking part in a European mobility activity under the Erasmus+ and European Solidarity Corps programs.

As an administrator of an organisation sending a participant, you will be able to view a restricted version of the website for the insured participants.<sup>1</sup> This restricted version of the website gives you access to:

1) General information

You will be able to access the information regarding the insurance plan in place for the Erasmus+ and European Solidarity Corps participants. As you are not personally insured, you will not be able to access all functionalities (such as claiming online). Full access to the website is restricted to actually insured participants only.

2) Enrolment form

As the enrolment of participants is the responsibility of the sending organisation, you will have access to the online form to enrol participants in the Erasmus+ and European Solidarity Corps insurance plan. **The enrolment form is available under the section “My plan”.**

Please make sure to enrol the participant at least 14 days before the start date of their mobility.

In order to access the website for administrators, please follow these steps:

- Go to <https://www.cignahealthbenefits.com/en>
- Log in as 'plan member' with personal reference number 424/eacweb and date of birth 01/01/2000

Should you have any questions about the enrolment, please contact [clientservice2@cigna.com](mailto:clientservice2@cigna.com)

We look forward to taking care of your Erasmus+ and European Solidarity Corps participants!

Sincerely,

Cigna Health Benefits

---

<sup>1</sup> Please note that this website as well as any other Cigna documentation for administrators or participants contains proprietary and confidential information. We therefore ask you not to share or publish this information online.