



Registration Instructions and Verification Signature for Mandatory Travel Guard Accident and Assistance Services

Pacific University has a blanket travel accident & assistance policy in place through AIG that covers ALL students/faculty/staff traveling abroad. Included in this coverage is access to AIG’s travel assistance member website: Travel Guard. On Travel Guard you can obtain travel assistance services available, a travel ID card, and safe foreign travel information in addition to a whole host of additional services. Before you leave it is MANDATORY for all graduate and health professions students participating in program-related travel to register with Travel Guard.

Instructions are as follows:

1. Go to www.aig.com/us/travelguardassistance
2. Click on “Register Here”
3. Enter required information:
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Policy Number – **9138057**
 - e. Click on Submit button
4. You will receive an automated email shortly after submitting the registration request. This email contains your username and a temporary password.
5. Click on the URL within the email and sign in.
6. You will then be prompted to change your password, please do so.

Verification Signature:

This signature verifies that I have registered my program-related travel on the Chartis Travel Guard Accident and Assistance Services website.

Signature

Printed Name

Date

Destination & Program Dates

Sponsoring Academic Department

This form should be returned to the Dean/Director’s office of your School or to the faculty coordinator for your program.