

EACEA Erasmus+ Volunteers: Instructions for the administrator



Dear administrator

This instruction form is intended for administrators of organizations **sending** Volunteers taking part in a European Voluntary Service activity under the EACEA's Erasmus+ program.

As an administrator of an organization sending a Volunteer, you will be able to view a restricted version of the website for the insured Volunteers. 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 Volunteers. 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 Volunteers only.

2) Enrollment form

As the enrollment of Volunteers is the responsibility of the sending organization, you will have access to the online form to enroll Volunteers in the EACEA Erasmus+ insurance plan. **The enrollment form is available under the section "My plan".**

Please make sure to enroll the Volunteer at least 14 days before the start date of the Voluntary Service!

In order to access the website for administrators, please click [here](#).¹

Should you have any questions about the enrollment, please contact EACEA-YOUTH@ec.europa.eu.

We look forward to taking care of your Volunteers!

Sincerely,

Cigna Health Benefits

¹ In case you are reading this document as a hard copy, or the link does not work, the full description of the link is: <https://cignahealthbenefits.com/auth/login/?a=424eacweb&b=01012000>.