

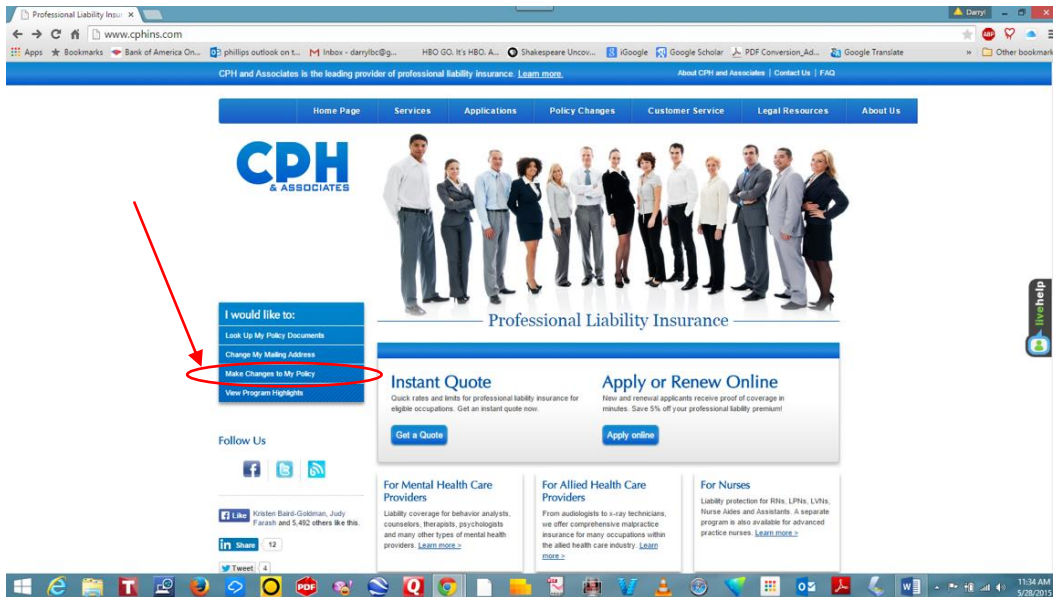
# Phillips Graduate Institute

Master of Marriage and Family Therapy

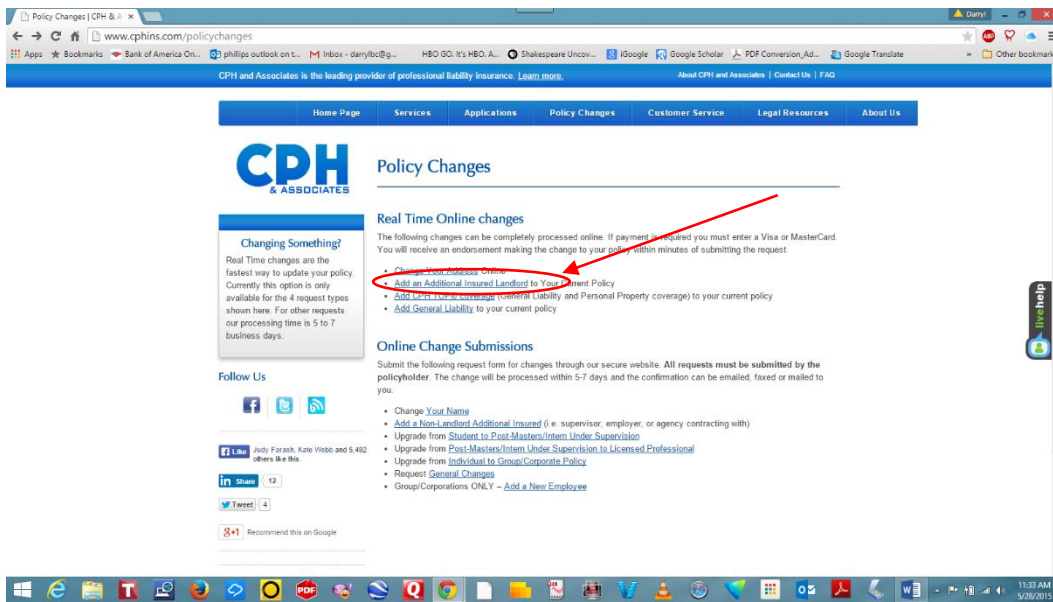
To add *Campbellsville University* as an additional insured (non-landlord):

Go to CPH and Associates home page.

- Select (on the left) “make changes to my policy”



- Select “add a non-landlord additional insured”



Provide the following information:  
**Campbellsville University**  
**1 University Drive**  
**Campbellsville, KY 42718**

- Select 'Other' then type in: "School"

The screenshot shows a web browser window displaying the CPH Associates website. The page title is "Add Non-Landlord Additional Insured". The navigation menu includes Home Page, Services, Applications, Policy Changes, Customer Service, Legal Resources, and About Us. The CPH Associates logo is prominently displayed. Below the logo, there are social media links for Facebook, Twitter, and LinkedIn. The main content area is divided into three sections:

- Section 1. Insured Information:** Contains input fields for Name and Policy #.
- Section 2. Proposed additional insureds:** Contains input fields for Name, Street, City, State (a dropdown menu currently showing "Alabama"), and Zip Code. Below these fields is a radio button group for "Nature of Relationship to You" with options: Employer, Supervisor, Agency Contracting with, Property Manager, and Other.
- Section 3. Desired Effective Date:** This section is partially visible at the bottom of the form.

At the bottom of the form, there is a link that says "Add another Additional Insured". The browser's address bar shows the URL "https://www.cphins.com/policychanges/addnonlandlord". The Windows taskbar at the bottom indicates the system time is 11:32 AM on 9/29/2015.

Once you receive confirmation that Campbellsville has been added, print out the *Certificate of Insurance with the Additional Insured information*, attach it to the completed *Notification of Clinical Placement* and return it to the Co-Directors of Clinical Placement.

Thank you.