



# VMIA Portal

How to apply for an upcoming trip

[vmia.vic.gov.au](http://vmia.vic.gov.au)



# How to apply for an upcoming trip

The screenshot displays the 'Test name org' user interface. At the top, there is a header with the organization name, a 'Switch organisation' dropdown menu, and two main action buttons: 'Claims Make a claim' and 'Insurance Apply for a policy'. Below the header is a navigation bar with tabs: 'My policies', 'My renewals', 'My claims', 'My Invoices', and 'Assessment information'. The 'My policies' tab is selected and highlighted with a red box. A callout box on the left points to this tab with the text: 'Step 1. Ensure you are in the 'My policies' tab.' Below the navigation bar, there is a 'Policy year' dropdown menu set to '2024/25' and a 'Refresh policies' button. The main content area shows two policy cards. The 'Business travel' card is highlighted with a red box and contains the following information: Policy number C0019482, valid for dates of journey only between 9/01/2025 to 30/06/2025, and buttons for 'View details', 'Download documents', and 'More actions'. The 'More actions' dropdown menu is open, showing options: 'Update policy', 'Cancel policy', and 'Note Interested Party CoC'. A red box highlights the 'Update policy' option, and a callout box on the left points to it with the text: 'Step 2. Under the 'More actions' tab select 'Update policy''. A tooltip next to the 'Update policy' option says: 'Click to update policy for Business travel'. The 'Property' card is partially visible on the right, showing Policy number A10123 and valid dates 01/07/2024 to 30/06/2025, with buttons for 'View details', 'Download documents', and 'More actions'.

# How to apply for an upcoming trip

vmia Client portal - Test name org

Update policy ID: E-97175 **NEW** Actions Exit

## Client details

**Details**

Client name	Test name org	Organisation number	A6000000000000
Organisation status	Active		

**Previous names**

**Information**

No previous name changes recorded

**Address**

Address line 1	3730 Ballarto Rd		
Address line 2	---		
Suburb	Bayles	State	Victoria
Postcode	3981	Country	AUSTRALIA

**Contact details**

Name	Tester 01	Job title	Tester at VMIA
Phone	8447 660 603	Email	c360tester01@yopmail.com

**Update application details**

- Client details
  - Information
  - Summary and review

**Policy snapshot**

Policy type	Business travel
Policy number	C0019482
Effective date	09/01/2025 to 30/06/2025
Organisation	Test name org

Cancel OFFICIAL Save **Continue**

**Step 3.** If all details are current and correct, select 'Continue'.

# How to apply for an upcoming trip

vmia Client portal - Test name org

Update policy ID: E-97175 **NEW** Actions Exit

## Information

**i** Information

Please note the following when selecting the policy From (Start date):

- Additional trips cannot be entered prior to the Period of insurance: 'From (Start date)'. This date should ideally commence from today's date so that any additional trips entered are covered.
- Travel insurance cover cannot be applied retrospectively, post a trip's inception date of travel.

Period of insurance	
From (Start date)	To (Expiry)
09/01/2025	30/06/2025

Please review the below information available on the policy and update where required

Please provide details of expected travel during the period of insurance:

**i** Information

Please note that one traveller equates to one trip.  
Please ensure any subsequent travel is reported to the VMIA so that travel insurance cover is arranged for that particular period of travel.

Do you expect, that for any one trip entered below (either domestic or international), that the total number of travel days exceeds 180 days? \*

Yes  No

Are you travelling to any one of the following countries: Libya, Syria, Afghanistan, Pakistan, Mali, Iraq, Nigeria, Niger, Somalia, Yemen, Venezuela, Mexico, Columbia, Mauritania, Algeria, Sudan, Kenya, Burkina Faso, Philippines, Palestine, Israel and Ukraine. \*

Yes  No

**Update application details**

- ✓ Client details
- > **Information**
- Summary and review

**Policy snapshot**

Policy type  
Business travel

---

Policy number  
C0019482

---

Effective date  
09/01/2025 to 30/06/2025

---

Organisation  
Test name org

**NOTE:** If 'Yes' is selected for either question, this will send your quote to the underwriting team to review due to traveling to a high-risk location.

**Step 4.** Select 'Yes' or 'No' that applies to your trip.

**Step 5.** Select 'Yes' or 'No' that applies to your trip.

# How to apply for an upcoming trip

vmia Client portal - Test name org

Travel Record Total trips taken: 33

**Information**

Please record additional trips requiring travel insurance coverage here.

**Domestic trips** Total trips: 33

Trip ID	Destination*	From*	To*	Number of students*	Number of staff/adults*
1-DOM-24-25FY	Sydney	21/01/2025	29/01/2025	15	6
2-DOM-24-25FY	Year 7 Camp - Echuca	10/03/2025	17/03/2025	10	2
<b>Total:</b>				25	8

**International trips** Total trips: 0

Trip ID	Destination*	From*	To*	Number of students*	Number of staff/adults*
 No items					

**Step 6.** Click '+Add' and provide details for the trip destination, dates from and to, number of attending students and staff/adults.

**NOTE:** If an existing trip needs to be modified, this is where you can edit dates and number of staff and students.

Back OFFICIAL Save Continue

# How to apply for an upcoming trip

**Step 7.** Enter the effective date you submit the trip (**current date not the first day of the trip**)

**Step 8.** If 'Yes' please provide additional context which will send the endorsement to the underwriting team for approval. Alternatively, click 'No'.

vmia Client portal - Test name org

**Information**

Select a date that falls within the period of insurance i.e. from 09/01/2025 to 30/06/2025 .

What date is this change effective from: \*

7/03/2025

Do you need to update any other information about your policy? \*

Yes No

Please provide details \*

Any additional context provided here for the application will automatically be sent to the Underwriting team for their manual approval. Additional context could include: trip itinerary, multiple destinations in the trip duration etc.

**Summary of trip details**

**Information**

To facilitate matching paid invoices to specific trips, please provide details of new trips or changes made to existing trips. These particulars will be included on your invoice for easy reference.

Using the following examples for reference, please use the below text box to describe trip changes:

- 1) Added new trip to Adelaide from 10/02/2024 to 25/02/2024 for 5 students and 2 staff.
- 2) Modified existing Sydney trip from 01/04/2024 to 20/04/2024. Changed number of staff from 10 to 8.

Please provide a summary of trip detail changes which will be printed on your invoice. \*

Client note: Anything written in this text box needs to be relevant to the trip and will reflect on invoice

Remaining: 149 characters

Back OFFICIAL Save Continue

**Step 9.** Click 'Continue'.

# How to apply for an upcoming trip



vmia Client portal - Test name org

Update policy ID: E-97175 NEW Actions Exit

## Summary and review

- Client details
- Information
- Update highlights

### Declaration

I/We,

- declare that to the best of my knowledge and belief the information in this form is true and correct and I/We have not withheld any relevant information.
- consent to VMIA using personal information I/We have provided on this form for the purpose of assessing eligibility under the policy. I/We understand that if I/We choose not to provide the required details, this is my choice and that VMIA may not be able to assess our insurance requirements/my entitlements.
- consent to VMIA disclosing personal information to other insurers, government departments or as required by law.
- consent to VMIA also disclosing personal information to and/or collecting additional information from investigators, accountants, legal advisers, medical advisers, actuaries or other advisers whom VMIA may engage to assist in processing this proposal for insurance and any subsequent claims.
- declare that where I/We have provided information about another individual (e.g. an employee or client) that the individual has been made aware of the reason for the disclosure of their personal details to VMIA and of the contents of VMIA's Privacy Policy.

I hereby declare the above information is correct

### Update application details

- ✓ Client details
- ✓ Information
- > Summary and review

### Policy snapshot

Policy type  
Business travel

Policy number  
C0019482

Effective date  
09/01/2025 to 30/06/2025

Organisation  
Test name org

Back Save **Submit**

**Step 10.** Read the declaration to ensure it is understood. Then tick the box before proceeding.

**Step 11.** Click 'Submit'.

# How to apply for an upcoming trip

vmia Client portal Test name org

Update policy ID: E-97175 PENDING-CLIENTACCEPTANCE Actions Exit

## Accept quote

**Step 12.** A quote will generate for you to accept once reviewed.

Once a quote is accepted this will generate an invoice.

<b>Endorsement Premium</b>		Policy number	C0019482
<b>\$217.80</b>		Period from	09/01/2025
		Period to	30/06/2025
		Endorsement effective date	07/03/2025
Base premium	\$180.00		
GST	\$18.00		
Stamp duty	\$19.80		
<a href="#">View policy wording</a>			

- Refresh
- Withdraw application
- Update Information
- Discuss With VMIA
- Transfer assignment

[Update highlights](#)

[The Insured](#)  
Test name org

**NOTE:** If you choose to update or withdraw your endorsement, do so from the 'Action' drop down.

Changes can be made to an endorsement up to the date of travel.

## How to apply for an upcoming trip

**Step 13.** Select if you require a purchase order with 'Yes' or 'No'. If you select 'Yes' this will appear on the invoice.

Add purchase order number ×

Do you wish to add a purchase order to your invoice? \*

Yes  No

 Client portal - Test name org

Update policy ID: E-97175 PENDING-PAYMENT × Exit

**i** Information

Thank you for accepting the quote. We'll send you all the relevant information about your updated policy shortly. Please contact us on 03 9270 6990 or email us at [contact@vmia.vic.gov.au](mailto:contact@vmia.vic.gov.au) if you have any questions.

# How to apply for an upcoming trip

Client portal - Test name org

**Test name org**

View organisation profile | Switch organisation: Test name org

Claims: Make a claim | Insurance: Apply for a policy

My policies | My renewals | My claims | **My Invoices** | Assessment information

**Step 14.** Under 'My Invoices' your recent endorsement will appear. Select 'Download' to generate your PDF invoice.

Once your invoice is paid the status will change to 'Paid' and appear under the 'Paid' tab next to 'Outstanding'.

Information

If you have queries regarding payment status of your invoices, contact VMIA.

Outstanding | Paid

Invoice Date	Invoice number	Type	Policy number	Total	Amount paid	Amount outstanding	Policy year	Status	
7/03/25	P2025030024	Endorsement	C0019482	\$217.80		\$217.80	2024/2025	OUTSTANDING	Download
9/01/25	P2025010207	New Application	C0019482	\$381.15		\$381.15	2024/2025	OUTSTANDING	Download
18/06/24	P2024060295	Renewal	---	\$1,468.78		\$1,468.78	2024/2025	OUTSTANDING	Download

## Things to note:

vmia Client portal - Test name org

View organisation profile Test name org

My policies My renewals My claims My Invoices Assessment information

Policy year 2024/25 Refresh policies

**Business travel**

Policy number C0019482

Valid for dates of journey only, between 9/01/2025 to 30/06/2025

View details

Download documents

More actions

**Property**

Policy number A10123

01/07/2024 to 30/06/2025

View details

Download documents

More actions

My tasks My open cases Refresh my tasks

ID	Claim number	Product name	Category	Policy number	Status	Due date	Actions
AA-477	---	---	---	---	Open	---	Withdraw
E-94149	---	Property	---	A10123	Open	30/06/2025	Withdraw

**NOTE:** If 'More actions' is greyed out and unable to select for travel or any policy, this means you have an incomplete task in 'My tasks'.

You will either need to **complete** or **withdraw** the pending task to proceed with entering a new endorsement.