

Upon receipt of the approval email, login to your account at <https://osbl.bflcanada.ca>



The screenshot shows the BFL Canada website header with the logo and navigation links: "Create a new account", "Consult my file (Current client)", "About us", "Contact Us", "FAQ", "UMQ Doc", and "FR". Below the header is a large image of a smiling woman in a business setting. The main heading is "Insurance program for the municipalities' NPOs member of the UMQ". The text below the heading reads: "Welcome to the Web portal of BFL Canada for the insurance program for NPOs in member municipalities of the Union des municipalités du Québec. Via this portal, you will access, as a representative of a not-for-profit organization, to insurance coverage for protection against damage to your property as well as against the consequences resulting from your organization's activities and decisions. In addition, the directors, officers, employees and volunteers can be protected against bodily injury that they may suffer in the course of their work with the organization. To continue in this portal, you must make a choice, according to your situation:"

Two blue buttons are visible: "I am an organization that wishes to join the program" and "I am an organization currently insured by the program and I wish to consult or update my file". The word "OR" is centered between the two buttons. At the bottom, there is an important note: "IMPORTANT: Only the organizations recognized by their municipality, for the purposes of the insurance program of non-profit organizations of the UMQ, are eligible. We encourage you to check with your municipality that your organization is well recognized before completing the electronic form."

Click on « Consult my file » or
« I am an organization currently
insured by the program... »

The screenshot shows the BFL Canada website header with navigation links: Home, Create a new account, About us, Contact Us, FAQ, UMQ Doc, and FR. The main heading is "Login to your account". Below it, a sub-heading says "Please complete the following fields to login". There is a text input field with the placeholder "Please click here to enter your username". A link "If you have forgotten your password, you can reset it." is present. A blue button labeled "Consult my file (Current client)" is highlighted with an orange arrow. Below the button, there is explanatory text: "The username is the last known email address in the organization's file. Only one username can be used for each insured organization. If you do not have access to your username, please send an email at: osbi@bflcanada.ca". The footer contains the slogan "BFL MAKES A DIFFERENCE UMQ group purchasing" and a list of links: "Complaints policy | Privacy policy | Terms of Use | Site Map" and "© 2016 Insurance All right reserve."

Enter your username and click « Consult my file »

The screenshot shows the BFL Canada website header with navigation links: Create a new account, Consult my file (Current client), About us, Contact Us, FAQ, UMQ Doc, and FR. The main heading is "Please enter password". Below it, a sub-heading says "Please complete the following fields to login". There is a text input field with the placeholder "Click here to enter your password". A link "If you have forgotten your password, you can reset it." is present. A blue button labeled "Consult my file (Current client)" is highlighted with an orange arrow. Below the button, there is explanatory text: "A default password has been created which is the certificate number appearing on the 2015-2017 certificate of the insured organization. Only the first letter of the password is capitalized and the hyphen is part of the password. You can change your username and password in change my profile in the following window:". The footer contains the slogan "BFL MAKES A DIFFERENCE UMQ group purchasing" and a list of links: "Complaints policy | Privacy policy | Terms of Use | Site Map" and "© 2016 Insurance All right reserve."

Enter your password and click « Consult my file »

Then click « Modify my insurance policy »

Home Insurance - Modify my client profile - About us Contact Us FAQ UMQ Doc Section documents FR

Renew my insurance Pending transactions **Modify my insurance policy** Print my Insurance Certificate Cancel Insurance Modify my client profile

The submission is valid for 60 days from the date of receipt of the application by BFL CANADA. After this period, it will be automatically archived by the system.

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UMQ group purchasing

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Click pencil icon to edit your file

Modify my insurance policy

Showing 1-1 of 1 item.

#	Certificate number	Organization name	Organization code	Province	Municipality	Year	Total amount	Status	
1	OSBL-200394	dmarse0010	08200394	Quebec	BFL CANADA	2016	1,997.55 \$	Completed transaction	

*Please click Pencil icon to renew your policy

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UMQ group purchasing

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Page 1 – click « Next »

Page 2 – click « Next »

Page 3 – click « Next »

Coverage (Subdivision)	Insurance limit	Premium (for those joining before June 1st)
1. Property - Mandatory minimum (also covered outside the insured premises)	5,000.00 \$	21.00 \$
No. of buildings 2		
Building 1	150,000.00 \$	

Page 4 – click « Next »

Page 5 – click « Next »

BFL CANADA

Home Insurance **Modify my client profile** About us Contact Us FAQ UMQ Doc Section documents FR

ORGANIZATION HISTORY **RATES** BUILDING SUMMARY OF COVERAGE REQUESTED PAYMENT

BFL CANADA BFL MAKES A DIFFERENCE

For any questions, please get in touch with one of our brokers, who can provide you with additional information or advice concerning this program.
To do so, contact our NFPO team at 514-843-3832 or toll free at 1-800-468-2842 or by email at: info@bflcanada.ca
The asterisk* means that the field is mandatory.
At any time you can click on [?](#) for additional information.

Summary of Coverage requested
Please note that no insurance coverage is in force until you have received written confirmation of coverage from BFL CANADA.

EFFECTIVE DATE OF INSURANCE	09 OCT 2019		
Policies	Insurance Limit	Deductible	Premium
Property	655,000 \$	500.00 \$	384.50 \$
General Liability	5,000,000 \$	1,000.00 \$	60.00 \$
Directors and Officers Liability	5,000,000 \$	1,000.00 \$	78.00 \$
Accident unpaid administrators and volunteers	20,000 \$		16.00 \$
All Systems Go Plus	630,000 \$		75.00 \$
Activities			Premium
Daycare			640.00 \$
		Sub total	1,753.50 \$
Others			Premium
Provincial Insurance Taxes			157.00 \$
UMQ administrative expense			75.00 \$
PST			7.48 \$
GST			3.75 \$
		Grand total (premiums + tax + fees)	1,997.55 \$

Previous Next

Page 6 – choose your payment method

BFL CANADA

Home Insurance **Modify my client profile** About us Contact Us FAQ UMQ Doc Section documents FR

ORGANIZATION HISTORY RATES **BUILDING** SUMMARY OF COVERAGE REQUESTED PAYMENT

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The asterisk* means that the field is mandatory.
At any time you can click on [?](#) for additional information.

6. PAYMENT

Total payable: 2,164.86 \$
Paid already: 1,997.55 \$
Payment due: **167.31 \$**

Credit Card

Payment by cheque
If this payment option is chosen, please note that your certificate of insurance will be available only upon receipt of your check.

IMPORTANT:
All check payments must be sent to BFL CANADA and not as in the past to your municipality.
Moving on to the next steps, you will be able to view only the Certificate of Insurance and generate a completed Renewal Confirmation Email including a statement of accounts and the BFL CANADA mailing address.

Previous

If you select « payment by cheque » then click on « Pay now »

The screenshot shows the BFL CANADA website interface. At the top, there is a navigation menu with links: Home, Insurance, Modify my client profile, About us, Contact Us, FAQ, LIMQ Doc, Section documents, and FR. Below the navigation is a progress bar with six steps: ORGANIZATION, HISTORY, RATES, BUILDING, SUMMARY OF COVERAGE REQUESTED, and PAYMENT. The current step is PAYMENT. The main content area features the BFL CANADA logo and the slogan "BFL MAKES A DIFFERENCE". Below this, there is a "Previous" button. A section titled "6. PAYMENT" displays the following information:

Total payable :	2,164.86 \$
Paid already :	1,997.55 \$
Payment due :	167.31 \$

Below the table, there are two radio button options: "Credit Card" (unselected) and "Payment by cheque" (selected). A note below the options states: "If this payment option is chosen, please note that your certificate of insurance will be available only upon receipt of your check".

Underneath, there is a "Cheque details" section with a "Pay now" button.

IMPORTANT:
All check payments must be sent to BFL CANADA and not as in the past to your municipality.
Moving on to the next step, you will be able to view only the Certificate of Insurance and generate a completed Renewal Confirmation Email including a statement of accounts and the BFL CANADA mailing address.

The window below popup, click « Ok »

The screenshot shows a popup window with a green checkmark icon at the top. Below the icon, the text reads "Payment success". At the bottom of the window, there is an orange "Ok" button.

The window below popup, click « Ok »
(you will receive an email including the amount to be paid and the address where to send your payment)

The screenshot shows a popup window with an orange exclamation mark icon at the top. Below the icon, the text reads:

You have requested a payment by cheque. Your documents will be sent to you by email upon reception of your cheque at BFL CANADA.

Please send your cheque to the attention of Mr. Francis St-Onge:
BFL CANADA risk and insurance
2001 Ave. McGill Collège, office 2200
Montreal, QC
H3A-1G1

At the bottom of the window, there is an orange "Ok" button.

To logout, click here



[Home](#) [Insurance](#) [Modify my client profile](#) [About us](#) [Contact Us](#) [FAQ](#) [UMQ Doc](#) [Section documents](#)  [FR](#)

Pending transactions

Showing 1-1 of 1 item.

#	Certificate number	Organization name	Organization code	Province	Municipality	Year	Total amount	Status
1	OSBL-200394	dmartel0810	OB200394	Quebec	BFL CANADA	2018	2,164.86 \$	Cheque Pending

*Please click Pencil icon to renew your policy