

# Waiver Submission Quick Reference Flyer

Use this Quick Reference Flyer to assist in the submission of an alternate health insurance waiver request.



## How to log in

**New Student Registration**  
Already have an account? [Login below.](#)

**Student ID:**

**Password:**

**Sign in**

**Login Assistance**  
If you do not know if you have an account [click here.](#)  
If you do not know your password [click here.](#)

You will be provided the login web address by your school or through an email sent by AHP. This link will take you to a screen similar to this one.

Enter your student ID and password and then click 'Sign in'. You will be taken to the Student Dashboard screen.

## How to submit a waiver

**WARNING:** This session will expire in 26 Minutes and 58 Seconds.

**Student Dashboard**

Waiting for waiver submission

**NO, I do not want the insurance.**  
Click button below to begin your waiver request.

2015-2016 AHP University FALL AHP

Student Name: Sam  
Student ID: SAM  
Email: sam@university.edu

### Step 1

If your alternate insurance meets the school's criteria, select the **red button** under the "NO, I do not want the insurance." section. This starts the waiver process and will take you to a screen containing the waiver form.

### Step 2

Enter your information in the waiver form similar to the example to the right. It is best to supply all requested information however those fields with a **red "\*"** are the minimum required to submit a waiver. If requested, also attach supporting documentation. For tips on attaching your document click here or copy this link to your browser: <https://goo.gl/vF9EHw>. When done select the 'Submit Waiver' button at the bottom. You will receive an on-screen confirmation for a successfully submitted waiver request similar to the one on the right.

**Policy Holder Information**

First Name (Policy Holder)\*: SampleFirst Insurance Company Name\*: UNICARE  
Last Name (Policy Holder)\*: SampleLast Type of Coverage\*: US Employee Plan  
Member ID\*: UN123456789 Member Services Phone\*: 800.555.1234

**Documentation of alternative health insurance coverage**  
Attach proof of insurance coverage (front and back of ID card and full policy documentation in English and U.S. currency). Please allow 3-7 business days to receive your waiver submission results.

**Attach Supporting Documentation**

Attach File 1\*: C:\Users\Sam\Documents\Sample1.pdf  
Attach File 2: C:\Users\Sam\Documents\Sample2.pdf  
Attach File 3: C:\Users\Sam\Documents\Sample3.pdf  
Attach File 4: C:\Users\Sam\Documents\Sample4.pdf

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**Student Agreement**

I, the undersigned, hereby certify that the information entered on this waiver form is true and correct. I understand that I am legally responsible for any and all medical expenses during my enrollment at AHP University, my medical expenses I may incur. By electronically submitting this form, I attest that the information provided about my health insurance coverage is correct. I will receive a credit toward my student account within the next 5 to 7 business days. If you do not wish to receive a credit on your student account, please check the box below.

**Signature if student is under Age 18\*\***

**Submit Waiver**

Your submitted waiver id is **245436-2611-1**  
Date: **01/07/2016**  
ID: **SAMPLE001**  
[Click here to print this page](#)

# How to submit a waiver (con't)

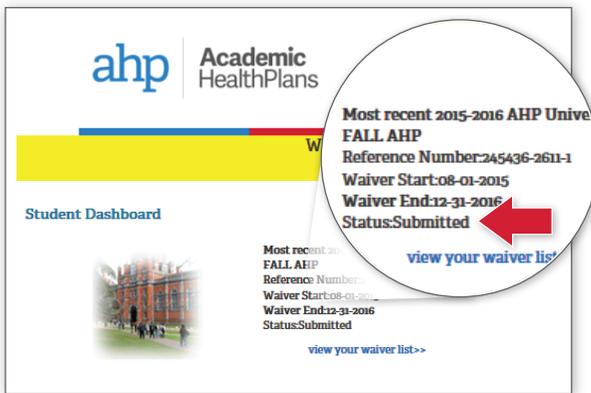
## Step 3

You will also receive an email to the addresses entered in the waiver form. Ensure that this email is received as it contains valuable information you may need later.

# How to submit additional documentation

Some schools require specific proof documents to receive an approved waiver request. If you receive an email from Academic HealthPlans indicating that we are unable to verify your alternate insurance, please follow the detailed instructions in that email to submit the requested documents.

# How to check the status of your waiver request



Follow the login instructions to enter the Student Dashboard screen. Note the "Status:" description.

Additionally, you will also receive an email during each step of the waiver process advising you of the status of your waiver request. Ensure that this email is received as it contains valuable information you may need later.

# How to enroll in the student health insurance plan

Some schools offer the ability to opt-in to the health insurance plan prior to the end of the enrollment period. If this option is available and you wish to enroll early, select the **green button** under the "YES, I want the insurance." section. This starts the enrollment process and will take you to a screen similar to this one.

Read the Terms and Conditions and if you agree enter your initials in the white box and then select the 'OK' button. You will receive an on-screen confirmation for a successfully submitted enrollment request similar to the one below.

Additionally, you will also receive an email advising you that your student health insurance enrollment was completed. Ensure that this email is received as it contains valuable information you may need later.

