### ahp Academic HealthPlans<sup>...</sup>

# 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



## How to submit a waiver

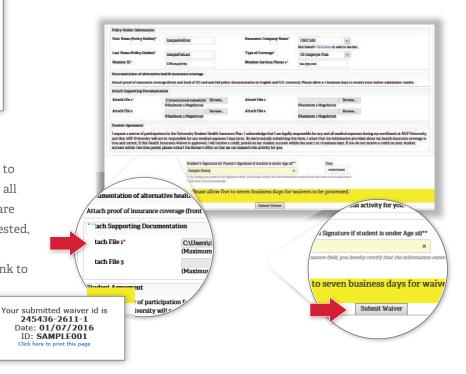


#### Step 2

Enter your information in the waiver form similar to the example to the right. While it is best to supply all requested information, 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, <u>click here</u> 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. 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 (CWID) and password (date of birth in eight digits) and then click 'Sign in'. You will be taken to the Student Dashboard screen.

#### Step 1

If your alternate insurance meets the school's criteria, select the **blue button** under the "I ALREADY HAVE INSURANCE" section. This starts the waiver process and will take you to a screen containing the waiver form.



# How to submit a waiver (cont'd)

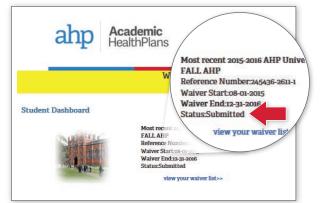
### Step 3

You will also receive an email to the email address(es) entered in the waiver form. Ensure that this email is saved 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 saved as it contains valuable information you may need later.

## How to enroll in the student health insurance plan

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 "I NEED HEALTH 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 saved as it contains valuable information you may need later.

