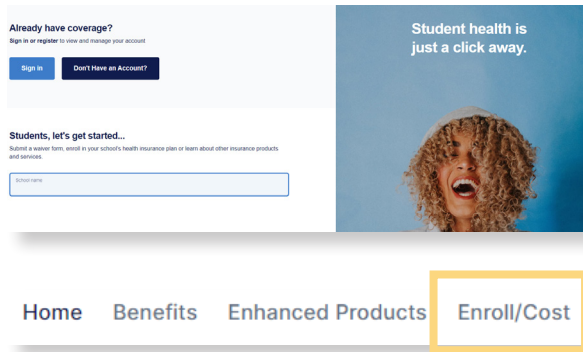
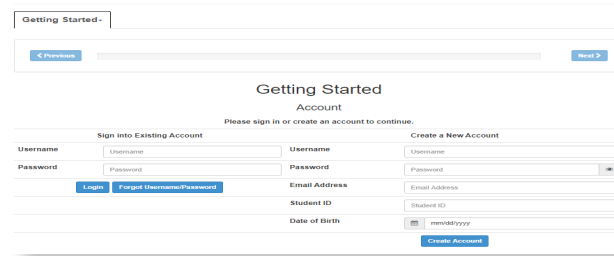


Online Enrollment Student Experience Guide

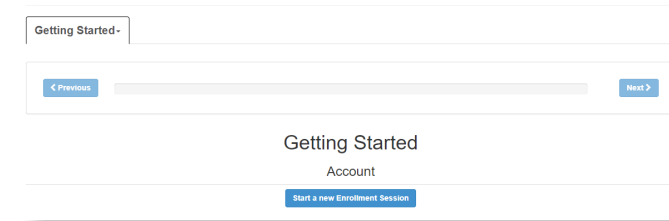
- 1 Find your school site at myahpcare.com
Go to the Enroll/Cost page and click on the appropriate enrollment link.



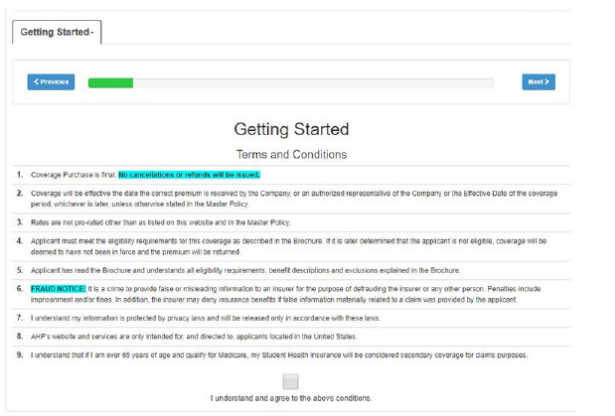
- 2 Students are automatically enrolled. For student enrollment, no further action is needed. If you are adding a dependent and you have previously enrolled them online, please sign into your account. Otherwise, you will need to [Create a New Account](#).



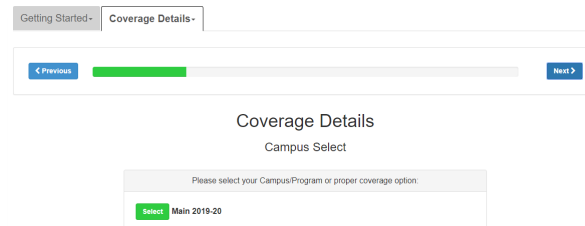
- 3 From the Getting Started page, click [Start a New Enrollment Session](#).



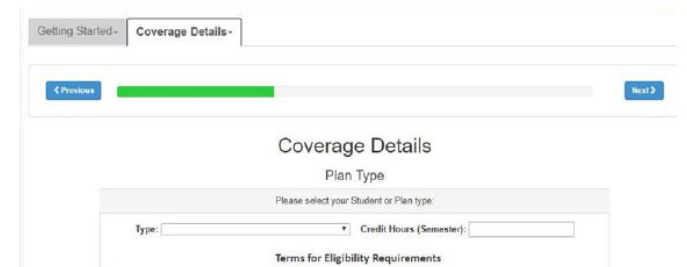
- 4 Review the Terms and Conditions, then click the box to check "[I understand and agree to the above conditions](#)" and then "Next".



- 5 Select your [Campus/Program](#) or proper coverage option.



- 6 Select your [Student](#) or [Plan Type](#) and enter the number of credit hours you are taking. If you are enrolling in a coverage that spans multiple semesters, enter the number of credit hours you are taking in the first semester of the coverage you are choosing.



7 Click [Select](#) next to your Period Type.

The screenshot shows the 'Pricing Details' section of a web application. At the top, there are navigation tabs: 'Getting Started', 'Coverage Details', 'Pricing Details', and 'Order Details'. Below the tabs is a progress bar with a green segment and buttons for '< Previous' and 'Next >'. The main heading is 'Pricing Details' with a sub-heading 'Payment Options'. A message says 'Select a payment option tab to see pricing.' There are two tabs: 'One Time Payment' and 'Recurring Payment'. Under 'One Time Payment Options', there is a table with columns: 'Period Type', 'Covered Dates', 'Student R', 'Spouse', 'Each Child', and 'All Children'. Two rows are visible, each with an 'Update' button.

8 You will see the [Pricing Details](#) for your plan. If your school allows for dependent coverage and you want to enroll a dependent, you must enroll them now by clicking [Add Dependent](#). If specific documentation is required, it will be listed on this screen.

The screenshot shows the 'Details/Pricing' section. It has the same navigation tabs as the previous screen. Below the progress bar, there is a section for 'Current Coverage Selection' with a table showing 'Student' information and a 'Coverage Amount' of \$920.00. Below that is 'Processing Fees Information' with a table for 'Payment Method', 'Credit Card', and 'Fee Amount'. To the right is an 'Add Dependent' form with fields for 'Dependent Type' (set to 'Spouse'), 'First Name', 'Middle Name', 'Last Name', 'Date of Birth' (mm/dd/yyyy), 'Gender' (set to 'F-Female'), and 'SSN'. There is an 'Add dependent' button at the bottom.

9 Enter Demographics and Student Information. Click [Submit Demographics](#) at the bottom of the page.

The screenshot shows the 'Demographics' section. It has the same navigation tabs. Below the progress bar, there is a 'Student Information' section with fields for 'First Name', 'Middle Name', 'Last Name', 'Gender', 'Marital Status', and 'Social Security Number (SSN)'. There is a note: 'If you have a State Security Number (SSN), Check box and enter SSN (Optional)'. Below that is a 'Mailing address (ID Card will be mailed here)' section with fields for 'Address 1', 'Address 2', 'City', 'State', and 'Zip'. To the right is an 'Other Address (if different from mailing)' section with similar fields. At the bottom is a 'Contact Information' section with fields for 'Phone', 'Phone Alternate', 'Preferred Email', and 'University Email'. A 'Submit Demographics' button is at the bottom right.

10 Review the Coverage Dates and Total Due listed. If all appears correct, click [Submit Order](#). Select payment type, enter payment information and select Submit Payment.

The screenshot shows the 'Confirm Order' page. It has the same navigation tabs. Below the progress bar, there is a 'Confirm Order' section with a message: 'Please review the Coverage Dates and Total Due listed on this page. Click on the tabs above to review further details of the coverage you have selected. Click on the "Submit Order" button below to continue.' There is a table for 'Coverage Dates' and 'Total Due' showing '01/01/2020 to 07/31/2020' and '\$ 920.00'. Below that is a 'Submit Order' button. Further down is a 'Processing Fees Information' table and a 'Payment Submission' section with a 'Submit Payment' button.

11 The first screen is a confirmation of your plan choices and submission of your application. [Print a copy](#) for your records.

The screenshot shows a confirmation page titled 'Complete - Application has been submitted to AHP'. It includes a 'Return to Member Home Page' link, a message to 'Please click View Order Details below and print a copy of that screen for your records. Thank you for ordering insurance coverage from Academic HealthPlans.com', and a 'View Order Details' button. At the bottom, it shows 'Order ID: 4489255' and 'AHP Student ID: 2089328'.

12 Once submitted and/or verification complete, you will be provided a [Coverage Purchase Confirmation](#) with your Order ID and AHP Student ID. Click [View Order Details](#) to view a detailed summary and confirmation of coverage.

The screenshot shows the 'Coverage Purchase Confirmation' page. It has a 'Status' dropdown set to 'Active Status'. The page is divided into several sections: 'Coverage Information' (School, Coverage, Coverage Period, Plan), 'Student Information' (Student Name, Date of Birth, Gender, SSN, Student ID), 'Student Address Information' (Mailing Address, Other Address, Preferred Address), and 'Student Academic Information' (Institution Name, Registration Dates, Coverage Dates, Address, Payment Method). There is a 'View Order Details' button at the bottom right.

Questions? Visit myahpcare.com and select your school from the drop down list.