

# 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](#).

To complete your online waiver, please go to [psu.myahpcare.com/waiver](https://psu.myahpcare.com/waiver). This link will take you to a screen similar to this one. Enter your **PSU 9-digit ID Number and password (date of birth)** 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

**Student Dashboard**

Waiting for waiver submission

**I NEED HEALTH INSURANCE**  
I would like to enroll in the Student Health Insurance Plan.  
[ENROLL - Click Here](#)

**I ALREADY HAVE INSURANCE**  
I have my own insurance and wish to submit a waiver request.  
[WAIVE - Nursing - Domestic - Fall 2020-21](#)

## 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, [click here](https://goo.gl/vF9EHw) 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):

Last Name (Policy Holder):

Member ID\*:

Insurance Company Name\*:

Type of Coverage\*:

Member Services Phone #:

**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 5-7 business days to receive your waiver submission results.

**Attach Supporting Documentation**

Attach File 1\*:

Attach File 2:

Attach File 3:

Attach File 4:

**Student Agreement**  
I request a waiver of participation for the University Student Health Insurance Plan. I acknowledge that I am legally responsible for any and all medical expenses during my enrollment at ASU University and that ASU University will not be responsible for any medical expenses I may incur. By electronically submitting this form, I attest that the information provided about my health insurance coverage is true and correct. If this Health Insurance Waiver is approved, I will receive a credit, posted on my student account within the next 5 to 7 business days. If you do not receive a credit on your student account within this time period, please contact the University office so that we can research this activity for you.

Student's Signature for Parent's Signature if student is under Age 18\*:

Date:

**Submit Waiver**

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

**Submit Waiver**

# How to submit a waiver (cont'd)

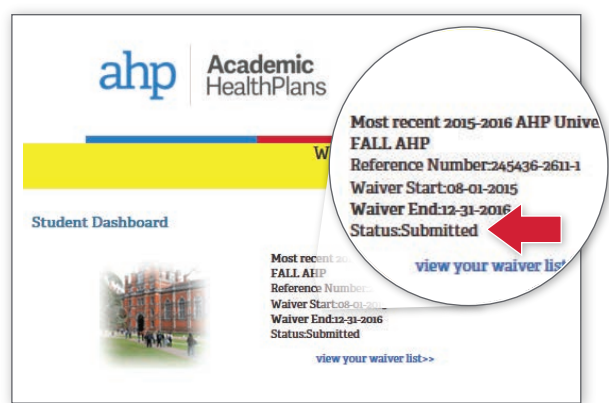
## Step 3

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.