

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

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.

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](#).

How to submit a waiver

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.

ahp | Academic HealthPlans

Account Info Waiver Contact Us Logout

WARNING: This session will expire in 24 Minutes and 58 Seconds

Student Dashboard

ALREADY HAVE INSURANCE

AHP University Fall 21-22

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)* Insurance Company Name* UNICARE
Last Name (Policy Holder)* Type of Coverage* US Employee Plan
Member ID* UN12345678 Member Service Phone #* 314-955-1212

Documentation of alternative health insurance coverage

Attach Supporting Documentation

Attach File 1* Attach File 2 Attach File 3 Attach File 4

Submit Waiver

Your submitted waiver id is
245436-2611-1
Date: 01/07/2021
ID: SAMPLE001
[Click here to print this page](#)

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.

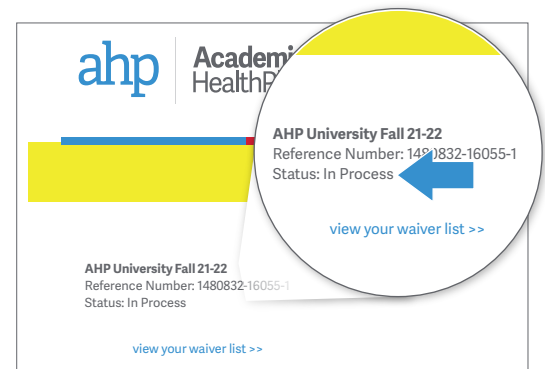
How to submit additional documentation

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.

