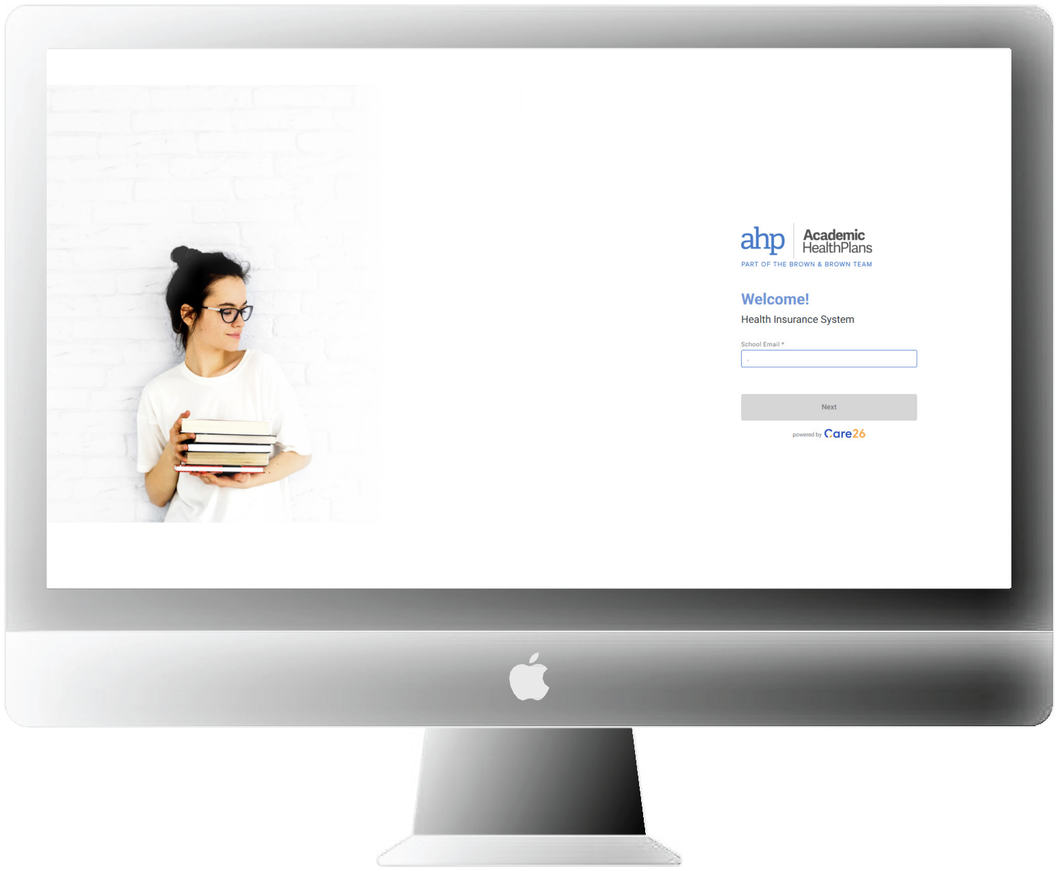
Care26

Student User Guide



Student Experience

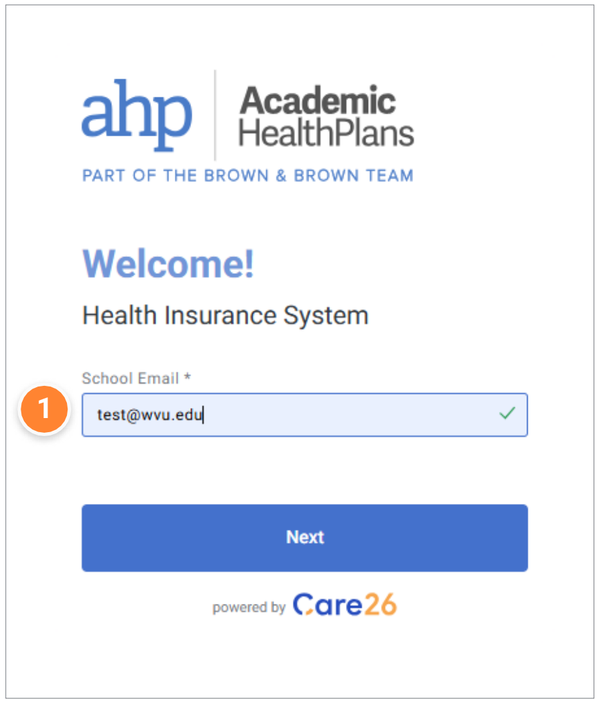
Manage your health insurance quickly and easily.

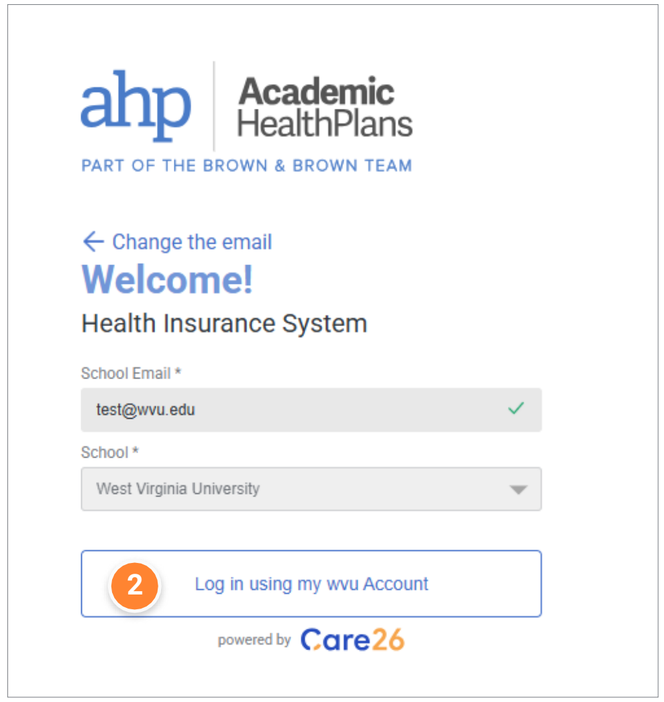
1. **Creating an account**
2. **Opt-out of coverage (Waive)**
3. **My Insurance**

1. Creating an account

If you have received an email from us to confirm your email, use the link inside to finish creating your account.

> Care26 is in continuous development and system enhancements will continue to be applied. Screens shown are subject to change

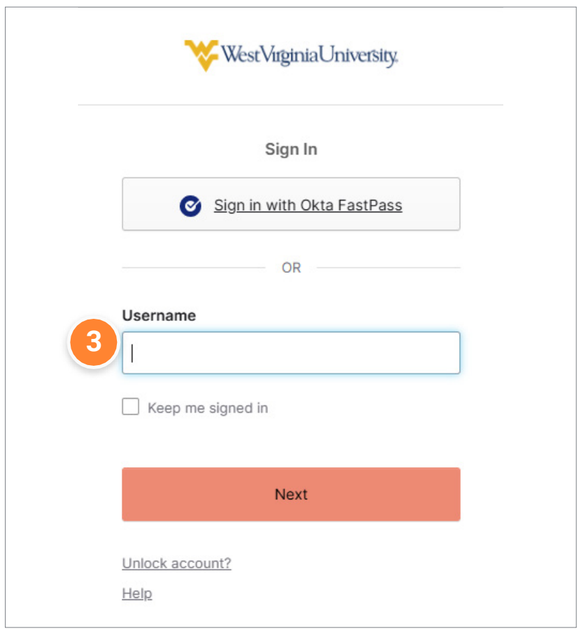




Welcome to Care26!

When you land on the login page, enter your email address, click login using my WVU account, and use your WVU credentials to login.

1. Enter your email address
2. Click “Log in using my WVU account”
3. Log in using your WVU credentials



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2. Opt-out of coverage (Waive)

If you have proof of comparable health insurance coverage and you do not wish to take advantage of the Student Health Insurance Plan, follow these steps to submit a waiver.

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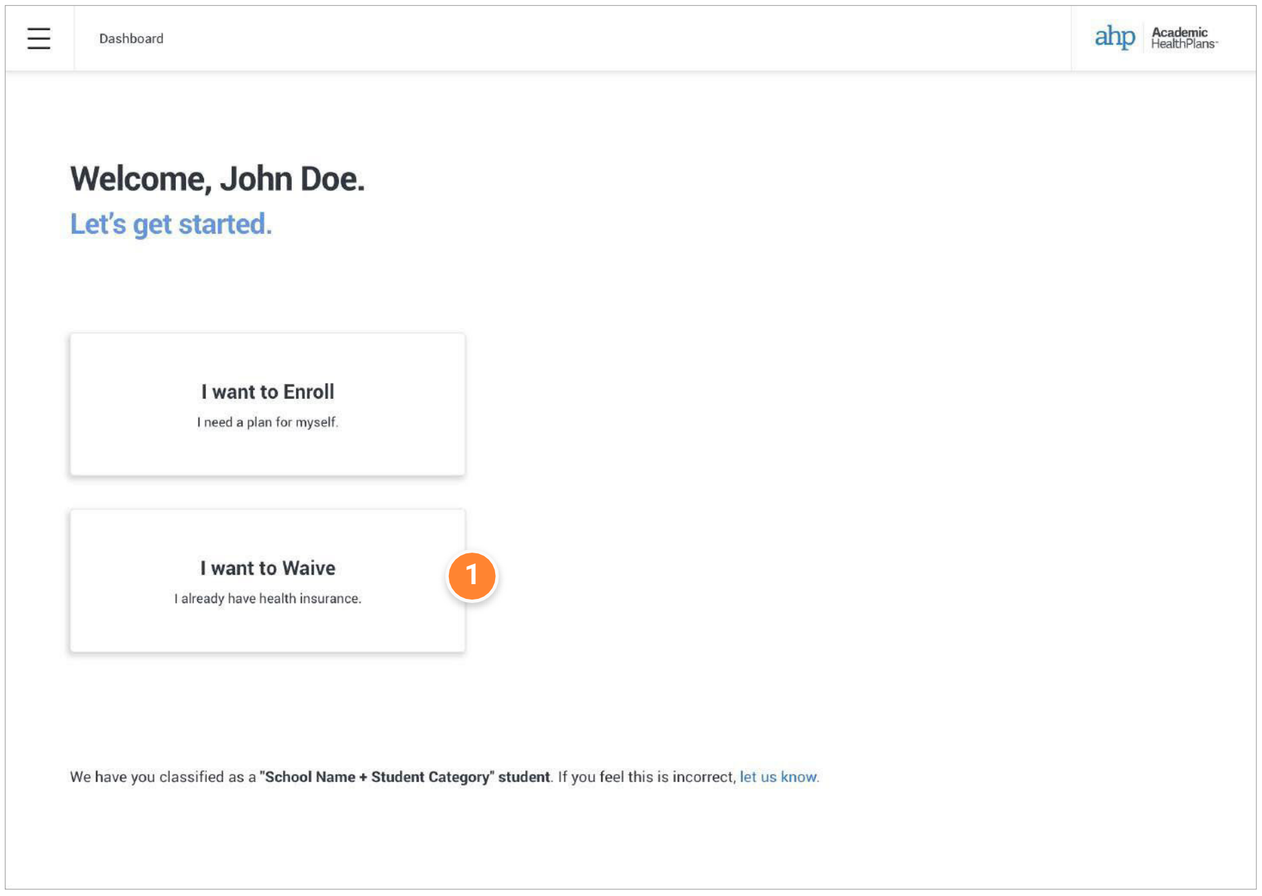


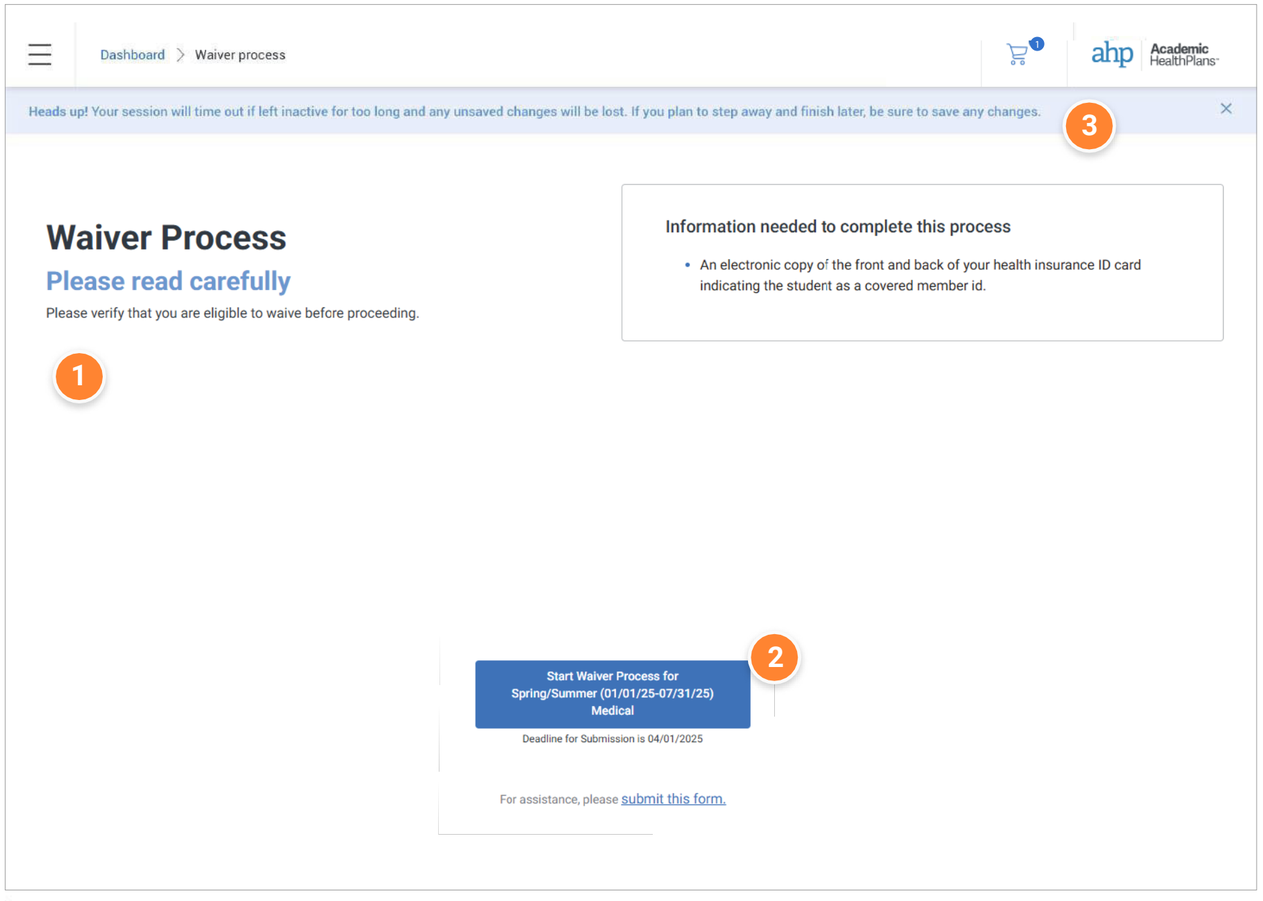
How to Waive Coverage

NOTE: the option to waive is not available to all students.

1 Starting a Waiver

If you do not wish to take advantage of the Student Health Insurance Plan offered by your school, and you have comparable health insurance coverage, click on this button to begin the process of submitting your information to waive.

We will need to verify your existing insurance meets the criteria set by your school in order to approve your waiver request.



Waiver Criteria

1 Waiver Criteria

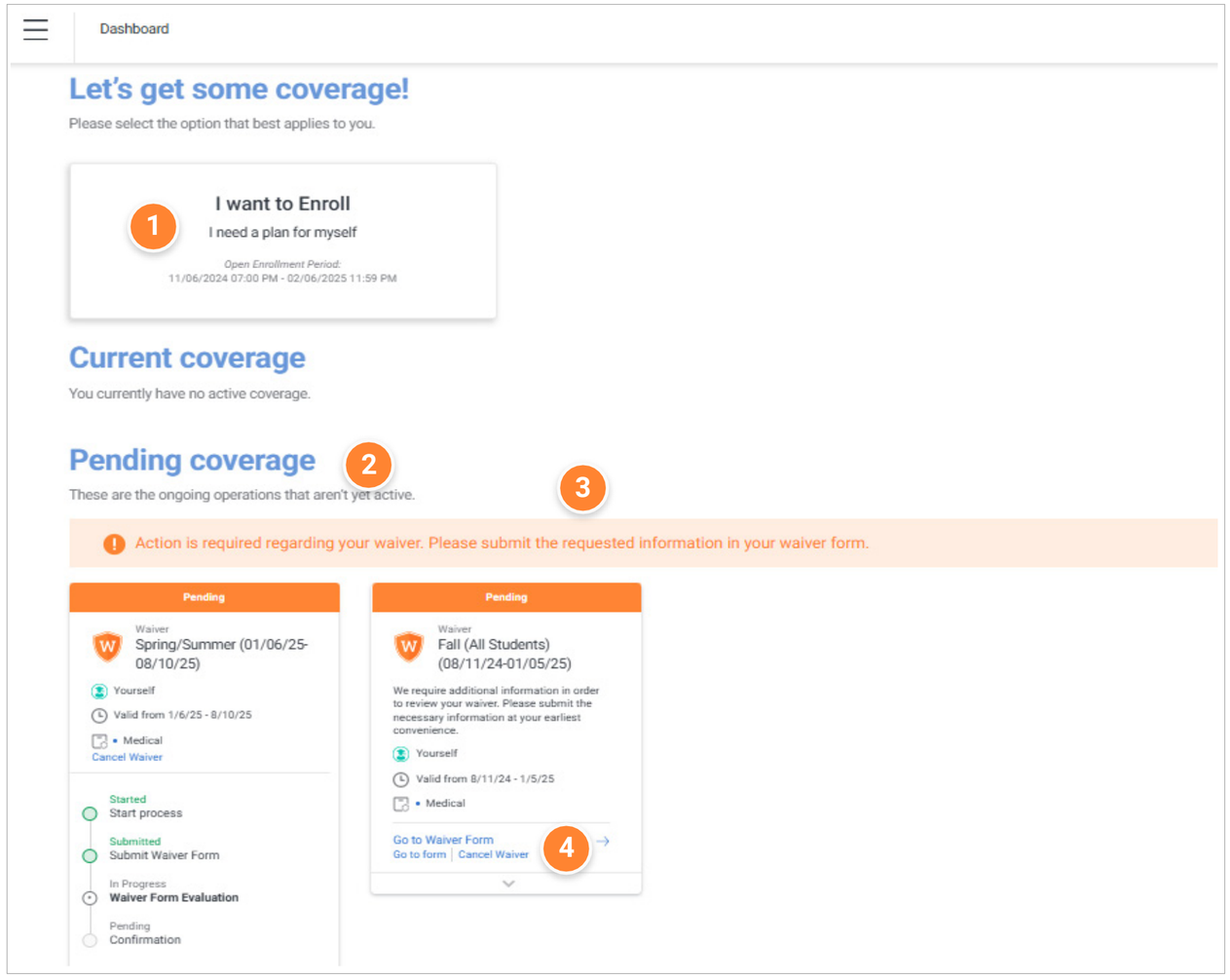
The requirements your insurance coverage need to meet will be outlined here. Be sure to read through the criteria to know what you'll need to submit on the following screens.

2 Start!

When you are ready to provide the required information, click on the blue button to go to the form.

3 Saving a Draft

Keep in mind your session will be automatically closed if left inactive for an extended period of time. Be sure to save a draft if you need to wait to finish later.



Waiver Submitted

After you have successfully submitted your waiver, your dashboard will automatically change to show you your status. Your information may be reviewed by our representatives, or approved manually.

When the status of your waiver changes, you will be notified by email and your dashboard will automatically update.

1 Current Status

2 Pending Coverage

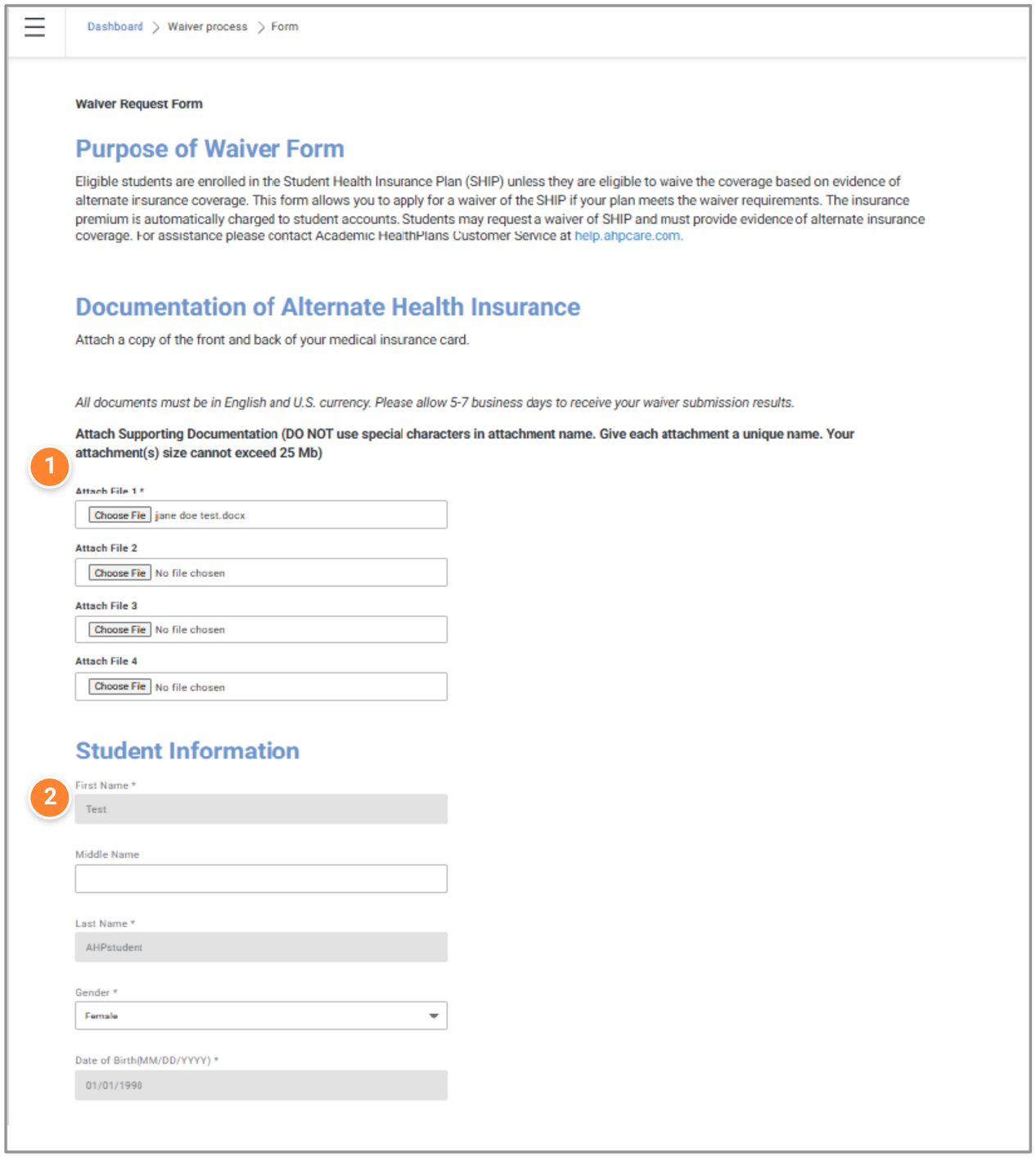
The pending coverage will show where you are in the process.

3 Status Summary

A brief explanation of the current status of your waiver will be provided on the main dashboard.

4 Cancel Waiver

If you change your mind at any point, you can cancel your waiver by clicking this button. This will discard any information you have already submitted.



Waiver Form

When you start a waiver process, you will go on with a waiver form like this where you will need to attach some file (1), and fill all the fields with the student information (2), policy information, as well as accepting the "student agreement".

1 Attach Files

If required, choose the supporting documentation for your health insurance coverage.

2 Student Information

Complete all the fields with the requested information. Please don't forget to complete the required fields that have an asterisk (*).

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3. My Insurance

This section will provide a full history of all your enrollment and waiver submissions with us.

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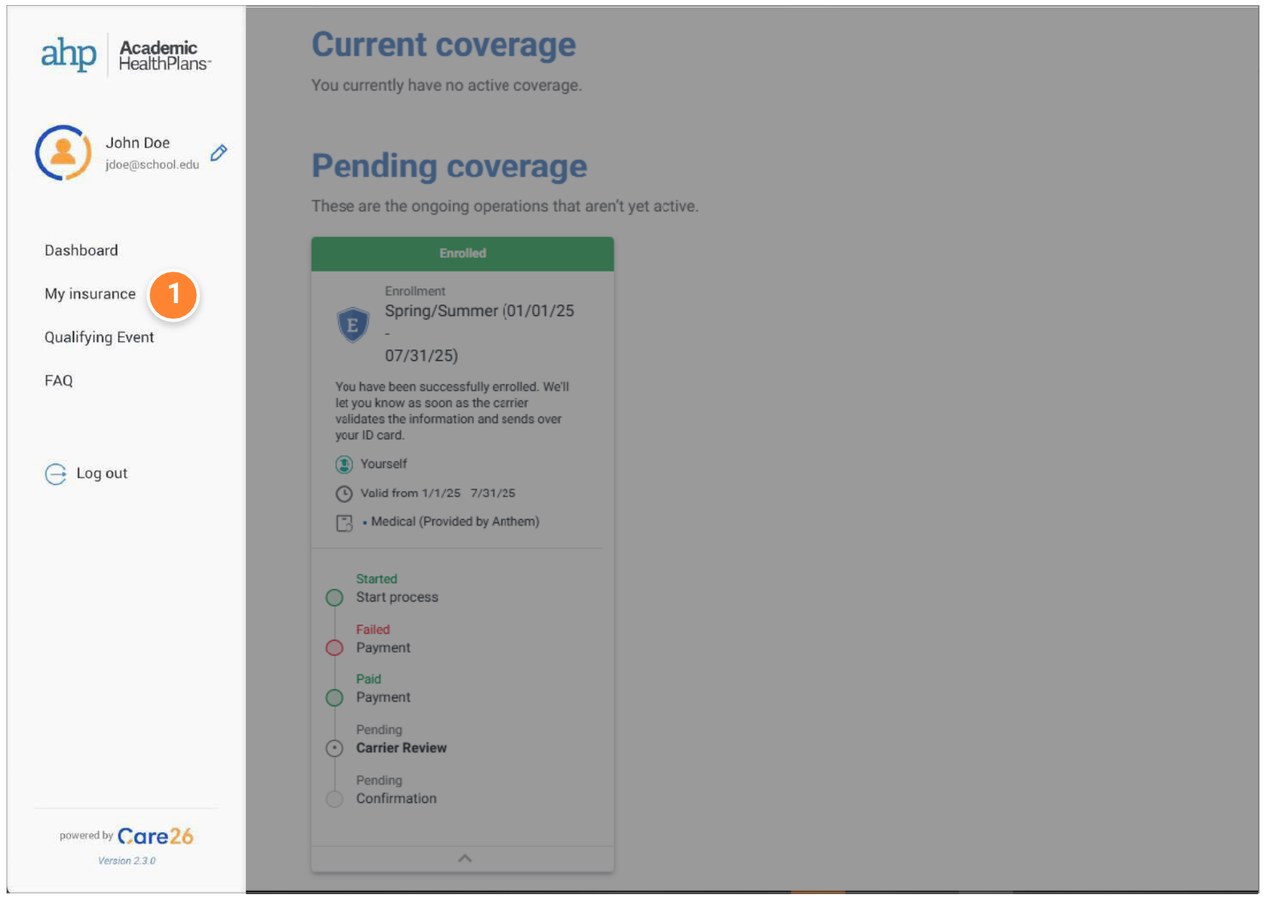
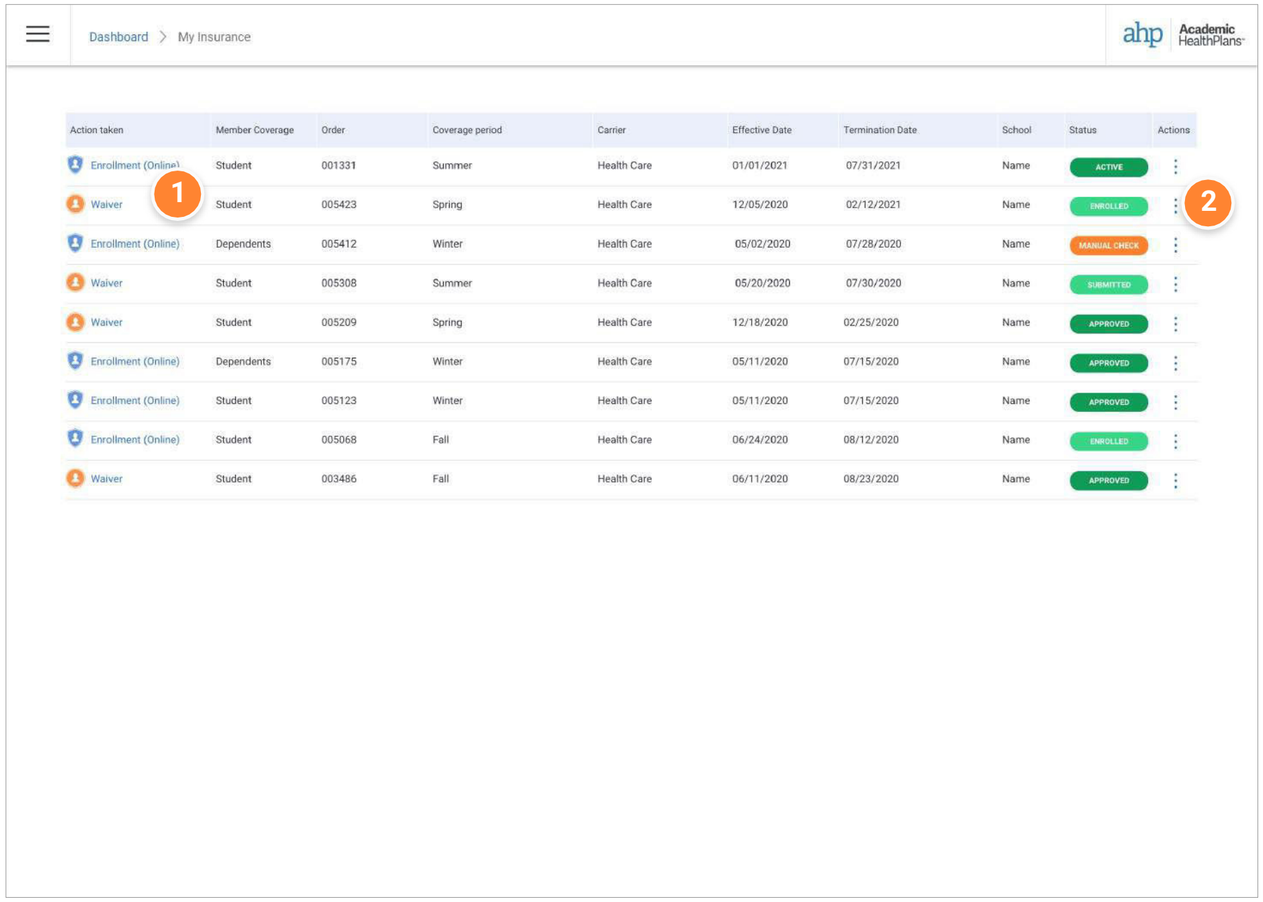


Go to My Insurance

1 Access from the Main Menu

Click on "My Insurance" within the pull-out menu.



My Insurance

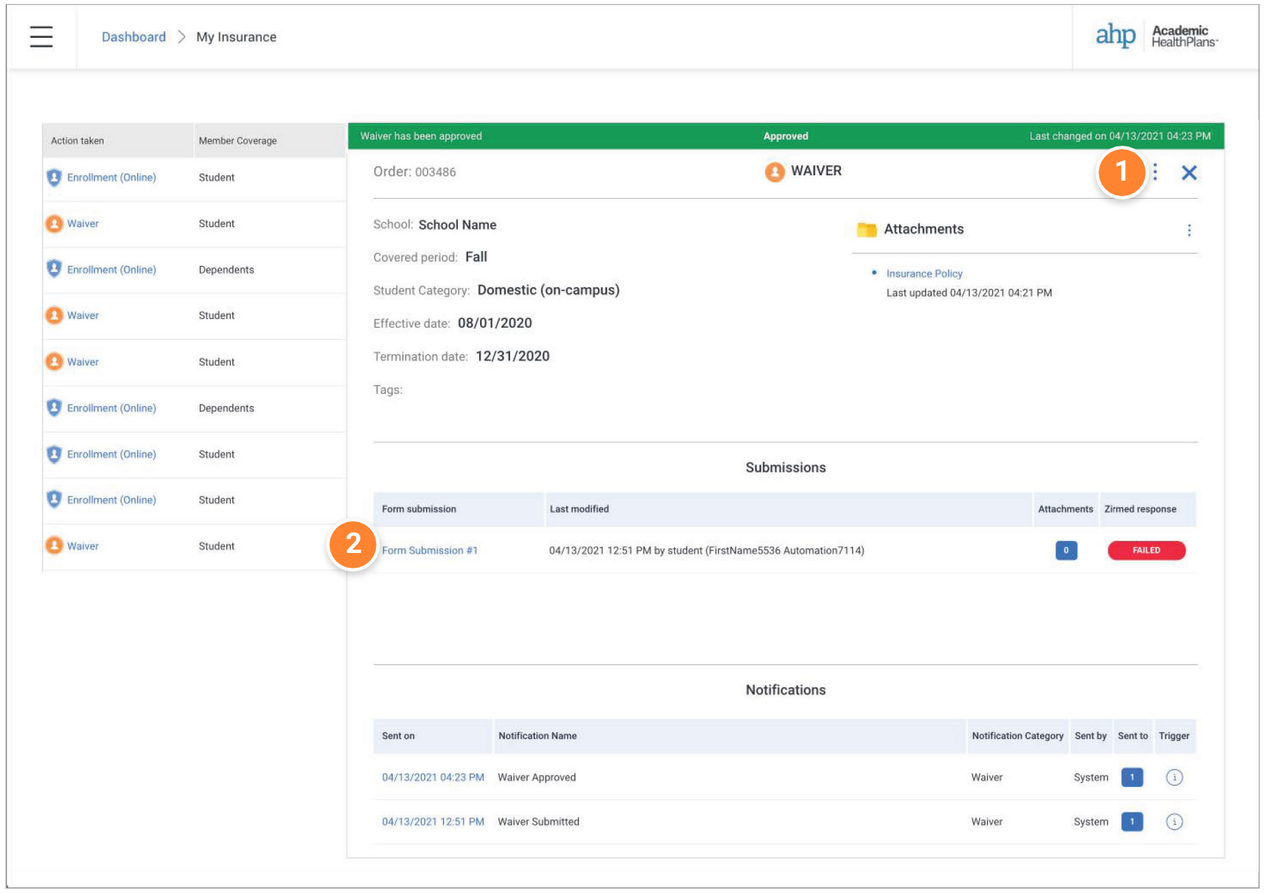
This is where you will find a complete list of all your enrollment and waiver submissions that we have on record.

1 Open Detailed Information

Click on the blue link for any order to see detailed information that that submission.

2 Actions

Additional actions may be available by clicking on the three dots at the end of any row.



Order Details

After clicking on the blue link for any submission, detailed information will be displayed.

1 Actions

You can still perform actions by clicking on the three dots from the order details window.

Click on the X to close the window.

2 Form Submissions

If there are form submissions associated with the order, you can find a complete historical list down below.

Click on the blue link for any form submission to see the information that was entered.

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