

# Waiver Submission Quick Reference Flyer

Use this Quick Reference Flyer to assist in the submission of an alternate health insurance waiver request.

## How to Login

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 the one shown here.

Enter your student ID and password and then click 'Sign In'. You will be taken to the Student Dashboard Screen.

The screenshot shows the 'New Student Registration' page. It has a header 'New Student Registration' and a sub-header 'Already have an account? Login below.' There are two input fields: 'Student ID:' and 'Password:'. Below them is a 'Sign in' button. To the right, under 'Login Assistance', there are two links: 'If you do not know if you have an account click here.' and 'If you do not know your password click here.' Blue arrows point to the 'Student ID' and 'Password' fields, and another blue arrow points to the 'Sign in' button.

## How to Submit a Waiver

### Step 1

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

The screenshot shows the 'Student Dashboard' page. At the top, there is a warning: 'WARNING: This session will expire in 24 Minutes and 58 Seconds'. Below the warning, there is a section titled 'ALREADY HAVE INSURANCE' with a blue button labeled 'AHP University Fall 21-22'. A blue arrow points from this button to the next step.

### Step 2

Enter your information in the waiver form similar to the example on the right. It is best to supply all requested information, however, those fields with a red asterisk (\*) are required to submit a waiver.

If requested, also attached supporting documentation. For tips on attaching your documents, click [here](https://goo.gl/vF9EHw) or copy this link and paste into 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 example on the right.

The screenshot shows the waiver form. It has several sections: 'Policy Holder Information', 'Attach Supporting Documentation', and 'Student Assessment'. The 'Attach Supporting Documentation' section has three fields: 'Attach File 1\*', 'Attach File 2', and 'Attach File 3'. The 'Student Assessment' section has a field for 'Your submitted waiver id is' with the value '245436-2611-1', a 'Date' field with the value '01/07/2021', and an 'ID' field with the value 'SAMPLE001'. There is a 'Submit Waiver' button at the bottom. A yellow banner at the bottom says 'to seven business days for waiver'. Blue arrows point to the 'Attach File 1\*' field, the 'Submit Waiver' button, and the yellow banner.

## 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.

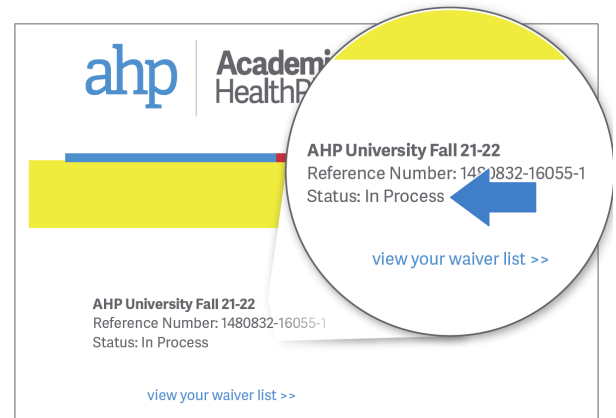
## How to Submit Additional Documentation

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 'I NEED HEALTH INSURANCE'. 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.

