

HOW TO FIND THE STUDENT HEALTH INSURANCE WAIVER

1. GO TO: www.studentadmin.uconn.edu
2. LOG IN: You will need your NetID & Net ID password
3. CLICK ON: "Self Service"
4. CLICK ON: "Student Center"
5. SCROLL DOWN TO: "Finances" Section
6. CLICK ON: "Permissions & Requests"
7. CLICK ON: "Health Insurance Waiver" link

COMPLETING THE WAIVER: You will need your alternate insurance ID card/information ready

Part I. There will be 4 questions (yes/no) to answer about the coverage you currently have.
(note: answering "no" to any of the questions will NOT prevent the waiver from processing.)

Part II. Provide the details of the alternate insurance information.

- a. Enter Name of Insurance Company: (Click on magnifying glass to the right of the data box "Insurance Company Name"). Choose the name of your insurance company from the drop-down menu. If your plan name is not on the drop-down menu choose the option "Other-not-listed".
- b. Enter your "Member ID #". Could also be on your card as "Policy", "Subscriber" or "Insured" member.
- c. Enter your "Insurance Company Group #". If you do not have a Group #, enter a series of "0"s in the data box.

Part III. Sign/Submit: Once you have provided the above data, use your **NET ID#** to electronically sign off. You **MUST** either print the confirmation page or save an electronic version as proof that you completed the form.

Part IV. Upload an image of the front/back of your insurance ID card through our web portal:

Log into myHealth.uconn.edu (using your **UCONN NET ID#/Password**), click on "Document Upload", to upload the card image

If a card image is not uploaded, your waiver request may be flagged for audit and may be denied

By submitting the waiver request, you are confirming that your other, alternative insurance coverage is in force for the applicable policy year and that it meets the school's waiver requirements