

Enrollment Student Experience Guide

On your school website, select from these two options:

- **Non-registered students click here to enroll** (This is to enroll in Continuation, Filing Fee, or Leave of Absence for yourself and your dependents).
- **Registered students click here to Add Dependents** (This is for registered students who are campus billed and would like to add dependents to the plan).

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2 You will need to **Create a New Account**.

3 From the Getting Started page, click **Start a New Enrollment Session**.

4 Review the Terms and Conditions, then click the box to check **I understand and agree to the above conditions**.

IMPORTANT NOTE:

- Non-registered students can enroll in Continuation, Filing Fee, or Leave of Absence for yourself and your dependents.
- Registered students who are campus billed can add dependents to the plan.

5 Select your **Campus/Program or proper coverage option**.

6 Select your **Student or Plan Type**.

*Period Type	Covered Dates	Student Rate	Spouse Rate	Each Child Rate	All Children Rate
Fall Semester Bundled	xx/xx/xxxx-xx/xx/xxxx	\$x,xxx.xx	\$x,xxx.xx	N/A	\$x,xxx.xx

7 Select your **Payment Option**.

Payment Method	Credit Card	Fee Amount	3.00 %	Estimated Fee Amount:	\$x,xxx.xx
Payment Method	ACH	Fee Amount	\$ 0.00	Estimated Fee Amount:	\$x,xxx.xx

8 You will see the Pricing Details for your plan. If you want to add coverage for a dependent, click **Add dependent**.

9 If applicable, enter and upload dependent information and click **Submit Dependent**. Repeat for any additional dependents.

10 Enter Demographics and Student Information. Click **Submit Demographics** at the bottom of the page.

Payment Method	Credit Card	Fee Amount	3.00 %	Estimated Fee Amount:	\$x,xxx.xx
Payment Method	ACH	Fee Amount	\$ 0.00	Estimated Fee Amount:	\$x,xxx.xx

11 Review the Coverage Dates and Total Due listed on this page. If all appears correct, click **Submit Order**. Otherwise, use the tabs at the top to go back and change your selection.

12 The first screen is a confirmation of your plan choices and submission of your application. **Print a copy** for your records. Upon verification of eligibility, you will be provided a Coverage Purchase Confirmation with your Order ID and AHP Student ID. Click **View Order Details** to view a detailed summary and confirmation of coverage.

Questions? Please contact Academic HealthPlans at ucship@ahpservice.com.