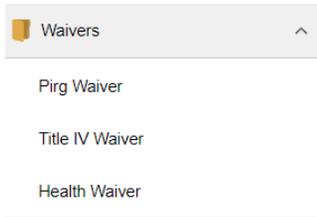


HOW TO WAIVE THE UNIVERSITY-SPONSORED HEALTH INSURANCE

1. Log in to the Student Administration System (studentadmin.uconn.edu) with your NetID credentials.
2. Click the Bursar Services tile on the Homepage.



3. Click the Waiver tab within the listing on the far left of the page & then click the Health Waivers tab.



4. The UConn Student Insurance Waiver page appears.
5. Select the name of your Insurance Company from the drop-down menu.
6. Enter the Name of the Insurance Company, the Member ID, and Group Number (if your plan has one—please note you can still complete the waiver with the group number space blank).
7. Please review and acknowledge the statements shown by clicking the YES button next to each.
8. Use your NetID (ABC12345) for the electronic signature and click Submit Waiver Request.

Failure to print or retain an electronic version of this waiver will compromise the ability to demonstrate system completion

*ELECTRONIC SIGNATURE : (Please use your NET ID# for Electronic Signature)

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

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

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

Successful completion of the waiver will be confirmed by the bursar removing the charge, typically within 24-48 hours. An email is generated from the bursar system, notifying you of a change to your account. Student should review the fee bill to confirm the charge was removed. **NOTE:** If the waiver is completed prior to the creation of your tuition fee bill, there will be no notice. When the fee tuition bill has been created, the student should verify that the SHIP charge is not included.