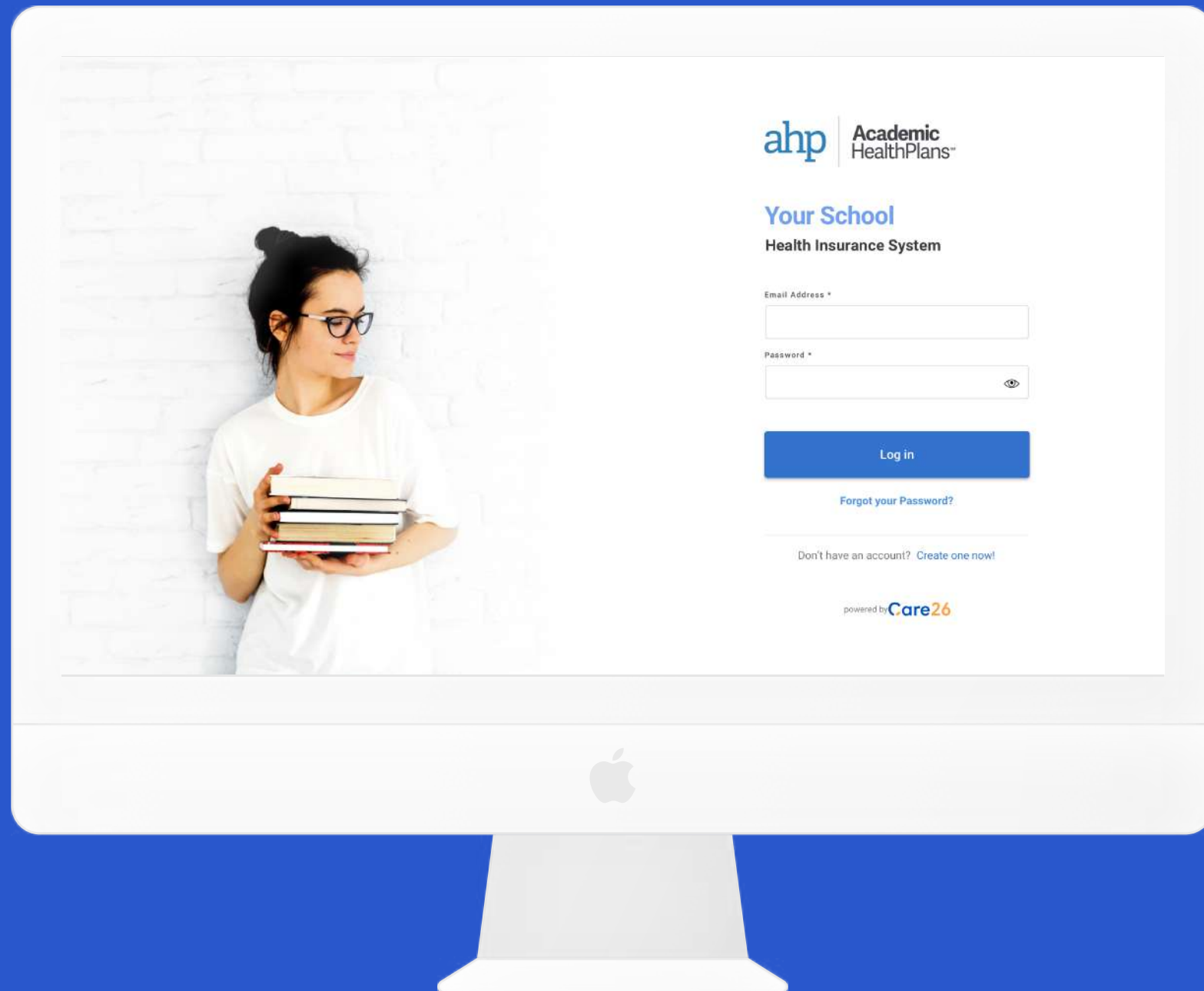


# Student User Guide





## Student Experience

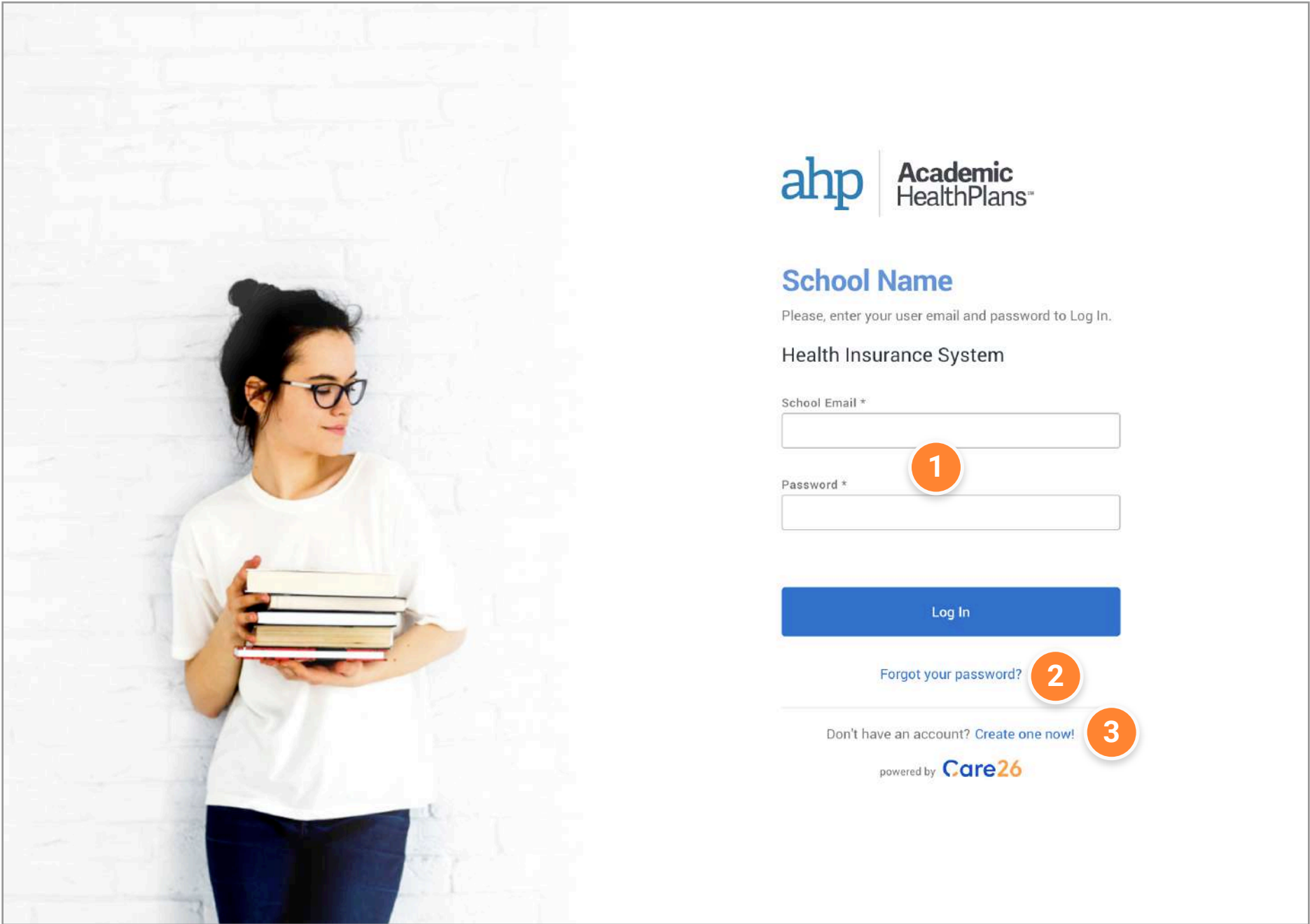
Manage your health insurance quickly and easily.

1. Creating an account
2. Get coverage (Enroll)
3. Opt-out of coverage (Waive)
4. 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. Otherwise, follow these steps.

! 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, you will see a few fields to enter your username and password if you already have an account.

If you need to create an account, click on the "Create one now!" link at the bottom of the page.

## 1 Log in

Enter your email and password and click on the button to log in.

## 2 Reset password

If you have an account but are unable to log in, use this link to reset your password.

## 3 Sign up\*

Click on this link to create an account.

NOTE:

*\* If you do not see this option, then your school does not allow self-registration. You should receive the account confirmation email automatically when your school adds you to our system.*

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Back to Login3

Sign Up

Personal Information

First Name \*

Middle Name

Last name \*

Gender \*

Date of birth \*

MM/DD/YYYY

Social Security Number \*

9 digits number

☐ I do not have a Social Security Number

School Information

School \*

School Name

Student Category \*

Student ID \*

7 digit number starting with 0 or 1

School Email \*

Contact Information

Phone number

Address \*

City \*

State \*

Zip code \*

Create account2

# Sign up

You will need to provide some identifying information to create your account.

Make sure you have your correct Student Category, Student ID, and School Email before proceeding.

## 1 The Form

You will need to fill in all required fields, which are indicated by an asterisk (\*) next to them.

## 2 Create it!

After you have filled in all of the fields, click on this button to create your account. If everything looks good, you will be sent a confirmation email to complete the process.

Use the link in the email you receive to set your password and then you're all set!

## 3 Cancel

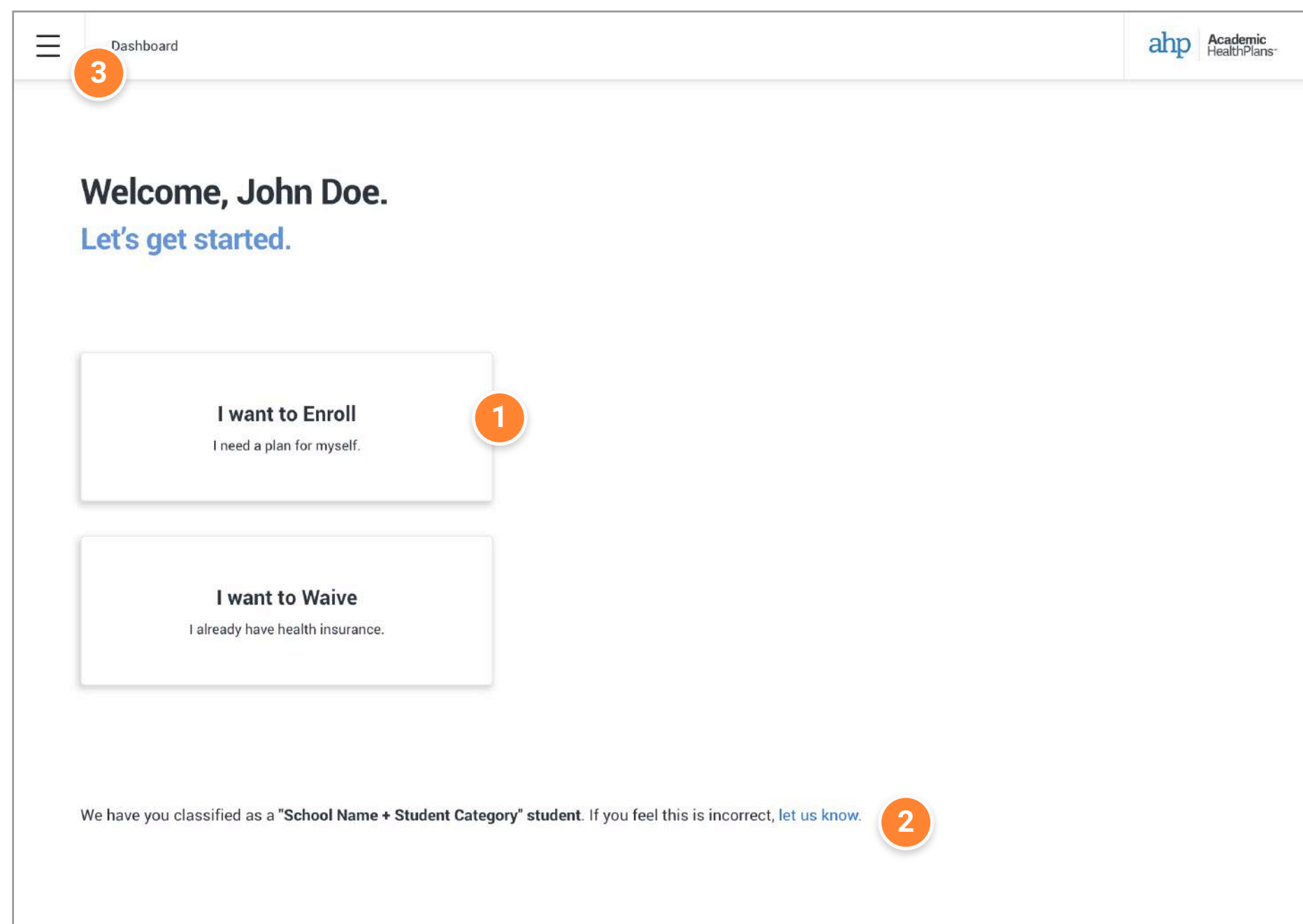
You can always go back to the Log In page.



## 2. Get Coverage (Enroll)

Follow these steps to take advantage of the Student Health Insurance Plan offered by your school.

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



# How to Enroll

If your school offers enrollment in a Student Health Insurance Plan, follow these steps to purchase coverage.

## 1 Start the Enrollment Process

If you see this button available on your dashboard, the enrollment period is open and you may start the process of purchasing the insurance plan.

If this option is not available, the enrollment period may not be open, or your school may not offer voluntary enrollment.

## 2 Validate information

Confirm that the School and Student Category listed at the bottom of the screen appear to be correct before proceeding with enrollment.

## 3 Main Menu

More account options are available in the pull-out menu.

Dashboard > Enrollment > Plan Configuration

ahp Academic HealthPlans™

Hide menu

Summary

The plan

Spring/Summer coverage

From January 1, 2021 to July 31, 2021

Medical ----- \$817.50

Total price: \$817.50

1

2

3

4

Select your plan

Pick the coverage that's right for you!

Spring/Summer coverage

Coverage from January 1, 2021 to July 31, 2021

Medical ----- \$817.50

\$817.50

Cigna Dental

This coverage isn't provided by AHP, so in order to enroll yourself, you will be taken to an external website.

If wanted, you can enroll to this coverage and then come back to continue your enrollment with AHP.

Click here to go to Cigna's page.

VSP Vision

This coverage isn't provided by AHP, so in order to enroll yourself, you will be taken to an external website.

If wanted, you can enroll to this coverage and then come back to continue your enrollment with AHP.

Click here to go to VSP's page.

Cancel Enrollment

Proceed to checkout

# Choose Products

After agreeing to the Terms & Conditions, you will be presented with the plan options available to you

1

Select your plan

Depending on your school, one or more plan options will be available to choose from. Click on any options you would like to purchase.

2

Summary

The Summary section will be populated with your selected options as you go.

3

Proceed to checkout

When you are done selecting your options, click this button to continue to the final step.

4

Optional Products

Some schools allow the purchase of additional coverage through third parties. Selecting one of these options will open a new tab in your browser to purchase the coverage separately.

Plan Configuration

2. GET COVERAGE (ENROLL)



Dashboard > Enrollment > Checkout

ahp Academic HealthPlans™

Checkout.

Insurance coverage is just a click away.

Spring/Summer coverage

Coverage from January 1, 2021 to July 31, 2021

Medical \$817.50

\$817.50

1

Summary

Spring/Summer coverage

From January 1, 2021 to July 31, 2021

Yourself \$817.50

2

Total price: \$817.50

Cancel Enrollment

Pay with Credit Card

3

# Checkout

This is the final step of the enrollment process. Confirm that everything looks good, then submit your payment to finalize.

1 Your selected coverage

2 Total cost of the selected coverage

3 Payment Methods

Select your method of payment. Different options may be available depending on your school.

Dashboard

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Academic HealthPlans™

School Name  
2021-2022 SL

Welcome, Lauren.

Current Coverage

You currently have no active coverage.

Pending Coverage

These are the ongoing operations that aren't yet active.

Enrolled

Enrollment

Fall 2021

Your enrollment has been successfully submitted. We will let you know as soon as the carrier validates your enrollment information and your ID card becomes available.

Yourself

N/A

Medical

Dental

Emergency

Enrolled

Enrollment

Fall 2021

Your enrollment has been successfully submitted. We will let you know as soon as the carrier validates your enrollment information and your ID card becomes available.

Richard Wilson (Spouse)

N/A

Medical

Dental

Emergency

We have you classified as a **XXX Student Category**. This student category applies to {{StudentCategoryDescription}}. If you feel this is incorrect, [let us know](#).

Dashboard

2. GET COVERAGE (ENROLL)

# Ongoing Enrollment

After you have successfully submitted your enrollment, your dashboard will automatically change to show you your status. Payment and eligibility may need to be confirmed before the carrier can activate your coverage.

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

You will not be able to use your coverage until it has been activated and the coverage effective date begins.

### 3. 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.

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

Dashboard

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Academic  
HealthPlans™

Welcome, John Doe.

Let's get started.

I want to Enroll

I need a plan for myself.

I want to Waive

I already have health insurance.

We have you classified as a "School Name + Student Category" student. If you feel this is incorrect, [let us know](#).

# 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

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.

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

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.



Dashboard

ahp

Academic HealthPlans™

Welcome, John Doe.

Status

1

Waiving

You are waiving out of the required Spring/Summer (01/01/2021) - (07/31/2021) coverage for School Name. You should receive a response soon.

Start process

Started

Submit Waiver Form

Submitted

Waiver Form Evaluation

In Progress

Confirmation

Pending

2

3

Waiver Form Evaluation (In Progress)

We are evaluating the form you submitted. If something comes up, we will contact you, ask you to do some changes and submit it again. If not, your waiver will be confirmed automatically.

4

Cancel Waiver

# Waiver Submitted

After you have successfully submitted your waiver, your dashboard will automatically change to show you your status. One of our representatives will review your information and you will be provided a response.

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

## 1 Current Status

## 2 Timeline

This timeline will show you were you are at in the process.

## 3 Status Summary

A brief explanation of the current status of your waiver will be provided here.

## 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.

Dashboard > Waiver process > Form

ahp Academic HealthPlans™

College Name

Waiver Request Information Form

International Students

Annual 2021-2022

Purpose of Waiver Form

All students must purchase the Student Health Insurance Plan (SHIP) unless they are eligible to waive the coverage based on evidence of alternate insurance coverage. This form allows you to apply for a waiver of the SHIP if you meet the eligibility requirements. The Student Health Insurance Plan, underwritten by "Carrier Name XXXXXX XXXXXXXXXXXX", is administered by Academic HealthPlans. The insurance premium is automatically charged to student accounts. Students may request a waiver of SHIP and must provide evidence of alternate insurance coverage. For assistance please contact Academic HealthPlans Customer Service at 855-856-2388. DEADLINE FOR SUBMISSION: July 25, 2021

Attach Supporting Documentation of alternative health insurance coverage

Attach the following proof of insurance coverage. All documents must be in English and U.S. currency. Please allow 5-7 business days to receive your waiver submission results. FOR TIPS ON ATTACHING YOUR DOCUMENT copy this link to your browser: <https://goo.gl/vF9EHw>

Attach Files (DO NOT use special characters in attachment name. Give each attachment a unique name)

1

Front ID Card

Choose File

No file chosen

Front copy of your medical insurance card

Back ID Card

Choose File

No file chosen

Back copy of your medical insurance card

Insurance Policy

Choose File

No file chosen

This document is a multi-page document that provides a detailed description of the plans deductible amounts, copays/coinsurance amounts and percentages, hospital benefits, surgery benefits, mental health benefits, etc

Healthcare Sharing Plans

Is your alternate healthcare coverage provided through a healthcare sharing program (ex Liberty Healthshare Samaritan Ministries MediShare or Christian Healthcare Ministries) \*

2

Student Information

First Name \*

Marva

Middle Name

O

Last Name \*

Anderson

Student ID \*

100000526

Gender \*

Female

Date of Birth (MM/DD/YYYY) \*

01/17/1990

# 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

Choose the supporting documentation for your healt insurance coverage.

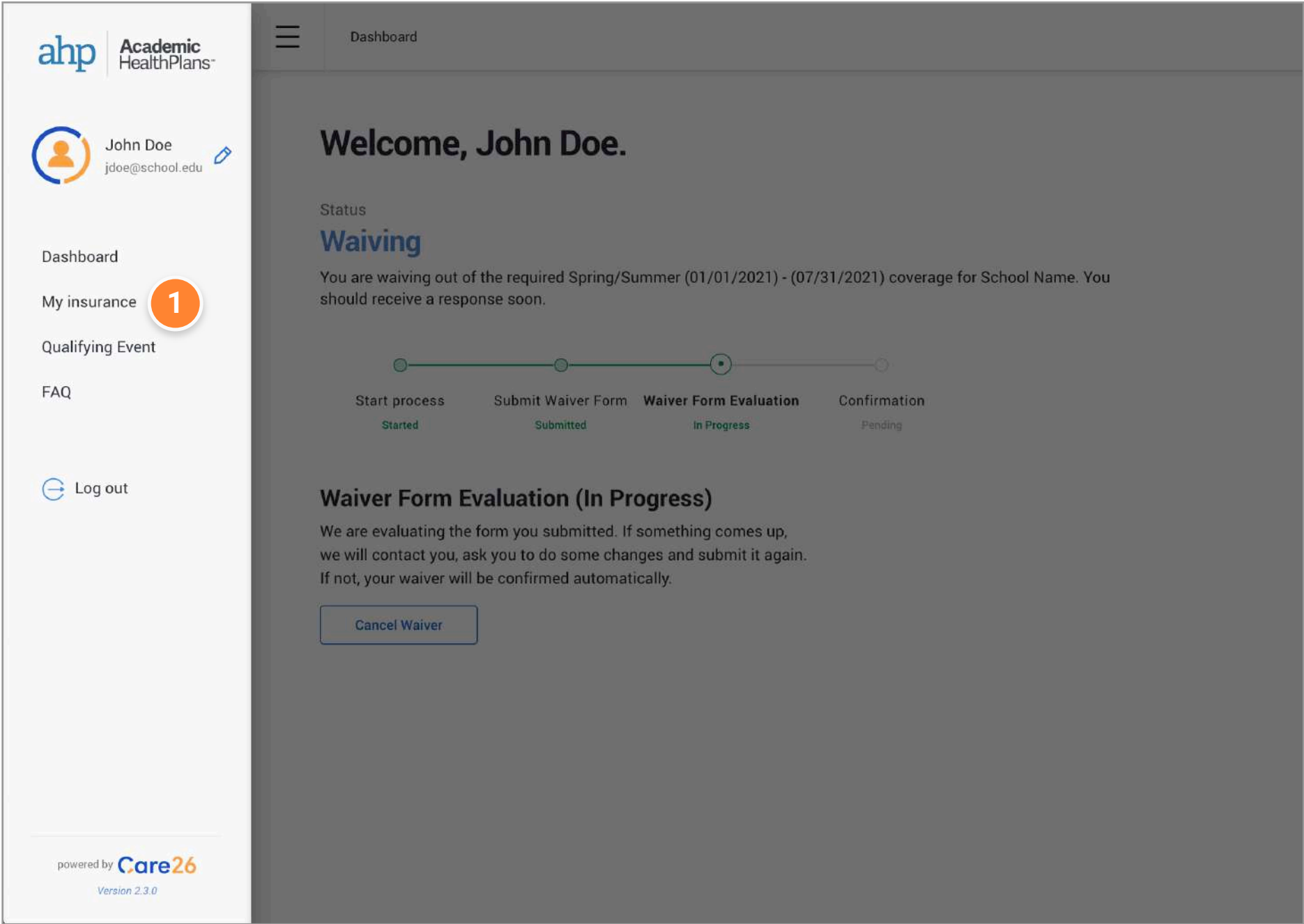
## 2 Student Information

Complete all the fields with the requested information, please don't forget to complete the required fields that have an asterik (\*).

## 4. My Insurance

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

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



# Go to My Insurance

- 1 Access from the Main Menu
- Click on "My Insurance" within the pull-out menu.

Dashboard > My Insurance

ahp Academic HealthPlans<sup>SM</sup>

Action taken	Member Coverage	Order	Coverage period	Carrier	Effective Date	Termination Date	School	Status	Actions
<a href="#">Enrollment (Online)</a>	Student	001331	Summer	Health Care	01/01/2021	07/31/2021	Name	ACTIVE	⋮
<a href="#">Waiver</a>	Student	005423	Spring	Health Care	12/05/2020	02/12/2021	Name	ENROLLED	⋮
<a href="#">Enrollment (Online)</a>	Dependents	005412	Winter	Health Care	05/02/2020	07/28/2020	Name	MANUAL CHECK	⋮
<a href="#">Waiver</a>	Student	005308	Summer	Health Care	05/20/2020	07/30/2020	Name	SUBMITTED	⋮
<a href="#">Waiver</a>	Student	005209	Spring	Health Care	12/18/2020	02/25/2020	Name	APPROVED	⋮
<a href="#">Enrollment (Online)</a>	Dependents	005175	Winter	Health Care	05/11/2020	07/15/2020	Name	APPROVED	⋮
<a href="#">Enrollment (Online)</a>	Student	005123	Winter	Health Care	05/11/2020	07/15/2020	Name	APPROVED	⋮
<a href="#">Enrollment (Online)</a>	Student	005068	Fall	Health Care	06/24/2020	08/12/2020	Name	ENROLLED	⋮
<a href="#">Waiver</a>	Student	003486	Fall	Health Care	06/11/2020	08/23/2020	Name	APPROVED	⋮

# 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.



Dashboard > My Insurance

Enrollment (Online)

Student

Waiver

Student

Enrollment (Online)

Dependents

Waiver

Student

Waiver

Student

Enrollment (Online)

Dependents

Enrollment (Online)

Student

Enrollment (Online)

Student

Waiver

Student

Waiver has been approved

Approved

Last changed on 04/13/2021 04:23 PM

Order: 003486

WAIVER

School: School Name

Attachments

Covered period: Fall

Insurance Policy

Student Category: Domestic (on-campus)

Last updated 04/13/2021 04:21 PM

Effective date: 08/01/2020

Termination date: 12/31/2020

Tags:

Submissions

Form submission	Last modified	Attachments	Zirmed response
Form Submission #1	04/13/2021 12:51 PM by student (FirstName5536 Automation7114)	0	FAILED

Notifications

Sent on	Notification Name	Notification Category	Sent by	Sent to	Trigger
04/13/2021 04:23 PM	Waiver Approved	Waiver	System	1	1
04/13/2021 12:51 PM	Waiver Submitted	Waiver	System	1	1

# 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.

Care26

a product by

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HealthPlans<sup>SM</sup>