Student Portal Health Insurance Instructions

Step 1: From the Self-Service Portal Home screen, click the link to begin the insurance waiver process located at the top of the page.

Step 2: Select whether you wish to opt-in to the Student Health Insurance Plan or whether you are opting out by supplying your personal health insurance information.

Opting in: Our office will enroll you in the default Student Health Plan coverage for the next active term if you are eligible. The premium charge will post to your bursar account.
Opting out: Select this option if you already have health insurance and wish to waive participation in the Student Health Insurance Plan.

The remainder of these instructions pertain to students opting out of the student health plan.

Step 3: Fill out the Comparable Coverage Questionnaire. Please note that these questions are taken directly from the coverage requirements. If you are unsure of the answers, contact your insurance company for a quote of benefits.

Step 4: Click the Add New button.

Note: You will see your record of previously submitted waivers to the portal on this screen.

Step 5: Select the semester you are submitting the waiver for.

Step 6: Select your insurance company from the drop-down menu. Start typing the company name to navigate the menu. See our pages on waiving with VA Healthcare and GatorGradCare if applicable.

Note: If you do not see your company name listed in the menu, select **Other Insurance at the top of the menu.

Step 7: Enter your health insurance ID information from your insurance card.
Step 8: Enter the policy holder information and select your relationship to the subscriber from the drop-down menu.

Note: If you are the policy holder, the relationship is self.

Step 9: Click

Step 10: Your waiver will now appear in a pending status. Click buttons to upload images of the front and back of your insurance card.

You’re done!