



## 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.

I already have health insurance and would like to submit proof of comparable coverage so that the Student Health Insurance Plan premium on my bursar account can be removed.

I would like to be auto-enrolled in the school sponsored plan and will pay the Student Health Insurance Plan premium on my bursar account for the [next] semester.

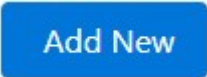
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**Opting in:** Our office will enroll you in the default Student Health Plan coverage for the next active term if you are eligible. The premium charge will post to your bursar account.

**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  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.

A screenshot of a web form. At the top, there is a label "Insurance Company" followed by a red asterisk. Below the label is a white input field with a blue border and a small downward arrow on the right side. The dropdown menu is open, showing a list of options. The top option is highlighted in blue. The list includes: "\*\*Other Insurance", "\*GatorGradCare-New Members Only", "AARP (A United HealthCare Insurance Company)", "Absolute Total Care", "ACS Benefit Services", "Administrative Services, Inc.", and "Advantage by Bridgeway Health Solutions".

**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.

Students Relationship to Subscriber

Child  
Former Spouse  
Foster Child  
Grandchild  
Life Partner  
Other  
Self  
Spouse  
Step Child

**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.

Insurances On File

\*GatorGradCare-New Members Only

Entered: 2/25/2022

Summer 2022

Policy Number: 123456

Effective date of coverage:9/10/2021

Pending Verification

Group Number:

Upload Card

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***You're done!***