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).

1. You will need to Create a New Account.

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

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

3. Select your Campus/Program or proper coverage option.

4. Select your Student or Plan Type.

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.
7 Select your Payment Option.

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.

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.