

Mandatory Health Insurance Self Service Instructions

Health insurance is required for all SMU students who are enrolled in a minimum of 9 hours and all international students who are enrolled in 1 or more credit hours. The Elect or Waive process must be completed every Fall and Spring of enrollment in the Student Center component of ACCESS.SMU. Students who do not make a selection of Elect or Waive will be automatically enrolled and charged for the Student Health Insurance Plan provided through SMU.

International students will not be able to waive coverage through this process. To waive coverage, International students must contact the Health Center.

If you previously elected or waived coverage and you would like to change your selection, you must contact the Health Center directly. **No election changes permitted after the following dates:**

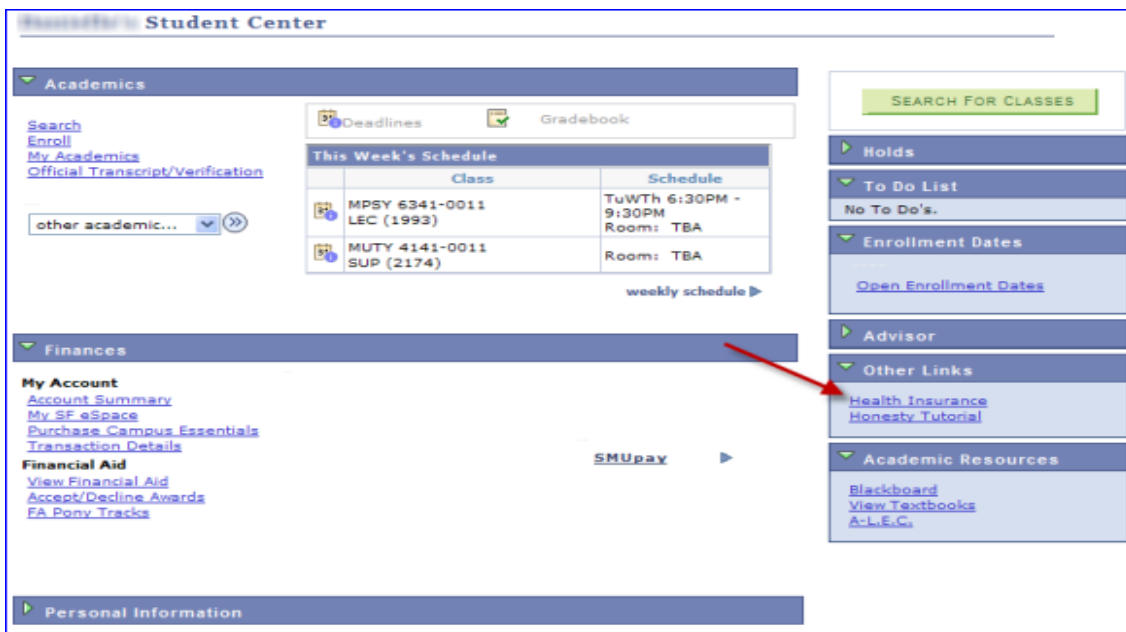
Fall 2011: August 26, 2011

Spring 2012: January 23, 2012

In Access.SMU, you will be able to: Elect Coverage, Waive Coverage, Update/Change Coverage Information, and view previously Elected/Waived Coverage.

- Log into Access.SMU at <https://access.smu.edu>
- You will be required to use your User ID (SMU ID) and Password and click **Sign In**
- Click on the **Student Center** link in the Student Self Service box
- Click on the **Health Insurance** button
- Click the radio button next to the term that is **(Open Enrollment)** and click **Next**.

Please note: if you don't see this button, it's because you're not currently enrolled in classes and have no history of health insurance enrollment.



Through the Health Insurance page, you will be able to Elect, Waive and Verify your insurance option. You can go back and verify your insurance selection was successful. **You must select the correct term and year.**

TO ELECT COVERAGE:

- Select the **Elect Student Health Plan** radio button
- Click **Next**
- A Summary Page will appear confirming the success of the submission.
- Click **Next** to return to the Student Center Self Service page
- Make sure you see **"You have successfully elected coverage for the Fall 2011 semester."** on the first line.

Please note: You will be billed through Access.SMU. Charges will be applied to your student account

Ima Student

Step 2 of 2

1 2

Next >

You have successfully elected coverage for the Fall 2011 semester.

Insurance Carrier: Academic Health Plans, Inc./ Aetna Life Insurance

Date of Service: 08/13/2011-01/09/2012

Policy #: 474932

Ima Student, SMU ID [REDACTED] a request has been submitted to Health Services and the Fall premium of \$759.00 has been charged to your SMU account. Your request has been submitted to Academic Health Plans, Inc./ Aetna Life Insurance for processing. You

TO WAIVE COVERAGE:

- Select the **Waive Student Health Plan** radio button
- Click **Next**. An acknowledgement page will appear.
- Click the checkbox, to accept terms and conditions of the Waiver, must be checked to proceed to next screen.
- You will be prompted to enter your Insurance coverage information.
- Click **Next**.
- Make sure you see **"You have successfully completed the Fall 2011 Student Health Insurance Plan Waiver."** on the first line.

Ima Student

Step 4 of 4

1 2 3 4

Next >

You have successfully completed the Fall 2011 Student Health Insurance Plan Waiver.

Ima Student, SMU ID [REDACTED], your selection has been submitted to Health Services for Fall 2011.

You have agreed to notify Southern Methodist University within thirty days of termination of the coverage provided. Failure to do so

TO VERIFY WHICH OPTION YOU HAVE CHOSEN:

- Click **Health Insurance** on the Student Center homepage
- Click the Term and Year that displays **(Open Enrollment)**
- Click **Next**
- Click **Next**

A page is displayed stating you have successfully Elected coverage **or** it will display the Insurance Company information entered which indicates you Waived the insurance coverage.