#### **Steps to Activate Student Health Insurance**

- 1. Log into your catalyst account under <u>UC Catalyst</u> or the <u>BearcatPortal.uc.edu</u> for first year students.
  - 1. <u>If logging on through Catalyst, this must be completed through the student account, not</u> the parent delegated access and through a computer, laptop, or tablet device.
- 2. Click on Tasks



3. Click on To Do list on the left hand side



- 4. Click on Student Health Insurance
- 5. Click Continue to Selection Page

Continue to Selection Page

6. To waive the UC Student Health Insurance, click Activate/Opt-in

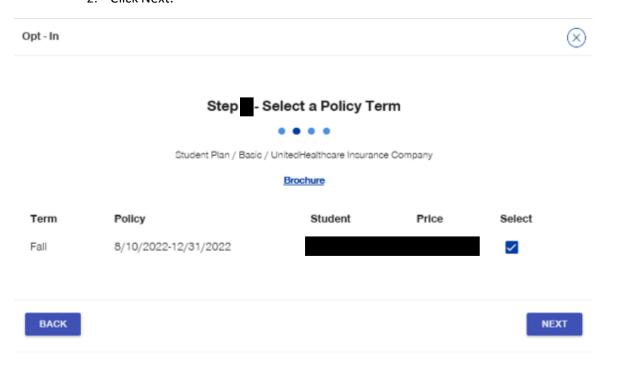
## Student Health Insurance Requirement

By clicking "ENROLL / OPT-IN" your coverage will be activated immediately (if the coverage period has begun) and your ID card will be made available to you via the United Health Care website. Prescription coverage will be activated within 24 hours of coverage activation.

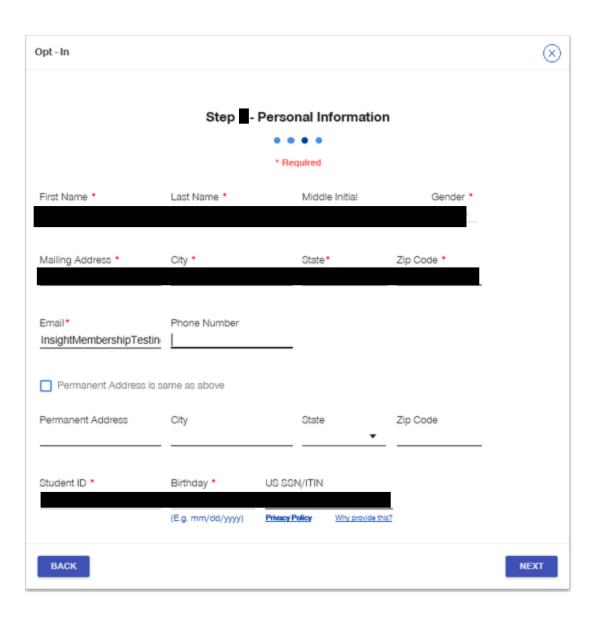
Coverage cannot be cancelled once benefits have been utilized.

ENROLL / OPT-IN

- 7. The Enroll/Opt-In link redirects to the United Healthcare Center. Ensure that all pop-up blockers are turned off if not automatically redirected.
- 8. Step 1 Select a Policy Term
  - 1. Verify the term for which you are enrolling in coverage.
    - 1. Family plans will be done through a request through studins@ucmail.uc.edu.
  - 2. Click Next.

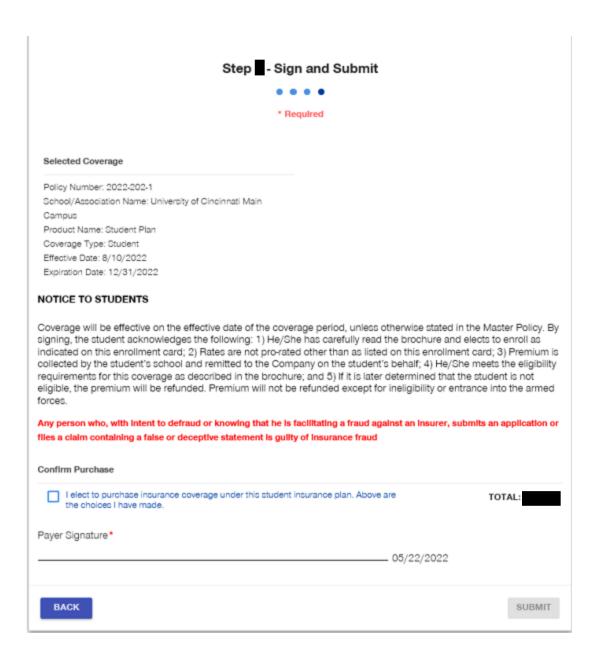


- 9. Step 2 Personal Information
  - 1. Enter your mailing address and phone number
    - a. Do not use a pre-populated option for these, as the system will not recognize it.
  - 2. Permanent Address and SSN are optional.
  - 3. Click Next.



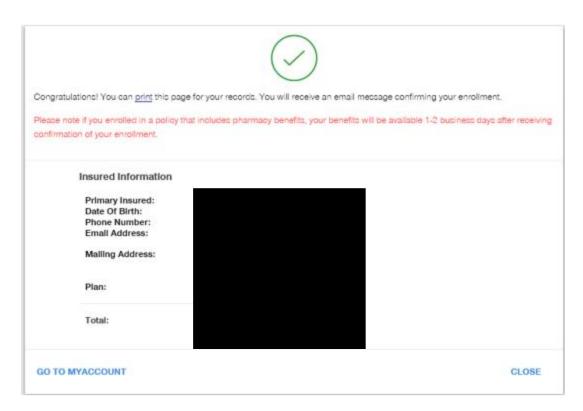
### 10. Step 3 – Sign and Submit

- 1. Check the confirm box
- 2. Sign your name
- 3. Click Submit



#### 11. Confirmation of Enrollment

1. You can click on Go To MyAccount to login and access your ID card and insurance policy information



#### 12. United Healthcare account.

- 1. If you have never logged into UHCSR.com you will have to create a account.
- 2. If you have previously created an account, you will be able to log in to view your information.

# Login to My Account to access and manage your policy.

