New Process for Fall 2022 Waiver Processing

Steps to Waive Student Health Insurance

1. Log into your catalyst account under UC Catalyst or the BearcatPortal.uc.edu for first year students.

   1. If logging on through Catalyst, this must be completed through the student account, not 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

6. To waive the UC Student Health Insurance, click Waive

By clicking "WAIVE" you are verifying that you have coverage that meets the University's requirements and will not hold the University liable for any medical expenses. You are responsible for entering all required data and ensuring that the waiver is processed and approved. If the waiver is denied, you are responsible for the charges on the account and will be enrolled in coverage.
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7. The waive link redirects to the United Healthcare Center. Ensure that all pop-up blockers are turned off if not automatically redirected.

8. Step 1 - Personal Information will
   1. Update Gender.
   2. Verify that your student email is accurate.
   3. Click NEXT

1. Step 2 - Waiver Questions
   1. Read through the list of waiver requirements
   2. Answer question 1 - Verify that your insurance meets the listed requirements.
      a. If YES, you are eligible for a waiver
      b. If NO, you are not eligible for a waiver
   3. Answer question 2 - Verify that you understand that the waiver information will be reviewed, and if not verified you will be enrolled in the University Student Health Insurance and responsible for the charge.
      a. If YES, you are eligible to continue with the process
      b. If NO, you are not eligible to continue with the process
   4. Click NEXT
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9. Step 3 - Insurance Information

1. You are required to provide your current insurance information:
   i. Member ID
   ii. Group #
   iii. Policy Holder First Name
   iv. Policy Holder Last Name
   v. Policy Holder Date of Birth
   vi. Policy Holder Relationship to Student
   vii. Policy Holder Gender
   viii. Policy Holder Address
   ix. Policy Holder City
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x. Policy Holder State
xi. Policy Holder Zip Code
xii. Insurance Company Name

2. Upload a copy of the front and back of your ID card
   i. A recent verification of coverage letter may also be uploaded if you have previously had issues with a waiver being processed.

3. Click NEXT

10. Step 4 - Sign and Submit
    1. Type your name on the signature line to agree to the terms
    2. Click SUBMIT

Step 4 - Sign and Submit

* Required

Note: To avoid issues with your submission, we recommend you use a Wifi or other high speed internet connection. Once you submit, please be patient while the system is processing your submission.

I am affirming that my insurance policy will provide the coverage as outlined above. I hereby release University of Cincinnati of any responsibility of my health care and I will assume all financial responsibility related to my health care while attending the University of Cincinnati.

Signature *
_________________________ 05/24/2022

11. You will receive an automated response on the screen that the waiver is processing.
Dear Student,

Thank you for submitting your Student Health Insurance waiver request. Your waiver request is Pending Verification while we confirm that you have active coverage that meets the requirements established by University of Cincinnati Main Campus.

You will receive an email confirming the status of your waiver once this review is complete.

Please allow up to 5 business days to receive a response.

Thank You.