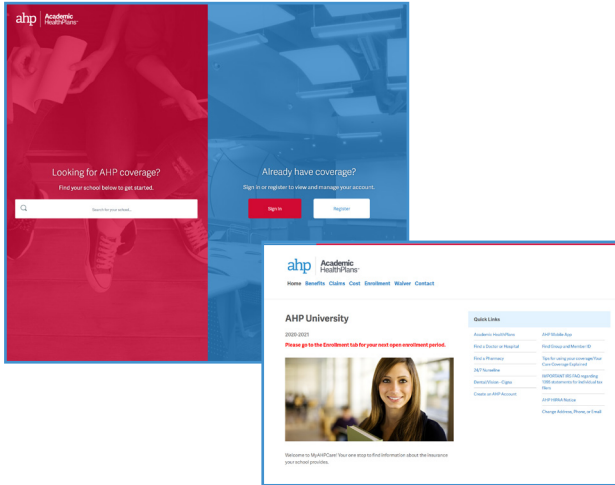


Online Enrollment Scholar Experience Guide



- 1 Find your school site at myahpcare.com. Select Portland State University - Weekly Scholars. Go to the Enrollment tab and then select the appropriate enrollment link.

The image shows the 'Getting Started' page for account management. It has a progress bar at the top with 'Getting Started' selected. Below the progress bar are 'Previous' and 'Next' buttons. The main heading is 'Getting Started Account' with the subtext 'Please sign in or create an account to continue.' There are two columns: 'Sign into Existing Account' and 'Create a New Account'. Each column has fields for 'Username' and 'Password'. The 'Create a New Account' column also has fields for 'Email Address' and 'Student ID'. There are 'Login' and 'Forgot Username/Password' buttons in the first column, and a 'Create Account' button in the second column.

- 2 If you have previously enrolled online, please sign into your account. Otherwise, you will need to **Create a New Account**.

The image shows the 'Getting Started' page, similar to the previous one, but with the 'Start a new Enrollment Session' button highlighted in blue. The progress bar and navigation buttons are also visible.

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

The image shows the 'Getting Started' page with the 'Terms and Conditions' section expanded. It lists eight numbered conditions, including coverage purchase requirements, effective dates, rates, eligibility requirements, and privacy policies. At the bottom, there is a checkbox and the text 'I understand and agree to the above conditions.' followed by a 'Next' button.

- 4 Review the Terms and Conditions, then click the box to check "I understand and agree to the above conditions" and then "Next".

The image shows the 'Coverage Details' page. It has a progress bar at the top with 'Coverage Details' selected. Below the progress bar are 'Previous' and 'Next' buttons. The main heading is 'Coverage Details Campus Select' with the subtext 'Please select your Campus/Program or proper coverage option.' There is a 'Select' button and a dropdown menu showing 'Main 2019-20'.

- 5 Select your **Campus/Program or proper coverage option**. Your effective date will be the date you entered the country; your end date will be the date you foresee leaving the country.

The image shows the 'Coverage Details' page with the 'Plan Type' section expanded. It has a progress bar at the top with 'Coverage Details' selected. Below the progress bar are 'Previous' and 'Next' buttons. The main heading is 'Coverage Details Plan Type' with the subtext 'Please select your Student or Plan type:'. There is a 'Type:' dropdown menu and a 'Credit Hours (Semester):' input field. Below this is a 'Terms for Eligibility Requirements' link.

- 6 Select your **Student or Plan Type**.

7 Click **Select** next to your Period Type.

8 You will see the **Pricing Details** for your plan. If your school allows for dependent coverage and you want to enroll a dependent, you must enroll them now by clicking **Add dependent**. If specific documentation is required, it will be listed on this screen.

9 Enter Demographics and Scholar Information. Click **Submit Demographics** at the bottom of the page.

10 Review the Coverage Dates and Total Due listed. If all appears correct, click **Submit Order**. Select payment type, enter payment information and select **Submit Payment**.

11 The first screen is a confirmation of your plan choices and submission of your application. **Print a copy** for your records.

12 Once submitted and/or verification complete, 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. Please print and save this for your records.

Questions? Visit myahpcare.com and select your school from the drop down list.