Use this Quick Reference Flyer to assist in the submission of an alternate health insurance waiver request.

How to log in

To complete your online waiver, please go to [psu.myahpcare.com/waiver](http://psu.myahpcare.com/waiver). This link will take you to a screen similar to this one. Enter your PSU 9-digit ID Number and password (date of birth) and then click ‘Sign in’. You will be taken to the Student Dashboard screen.

Step 1

If your alternate insurance meets the school’s criteria, select the blue button under the “I ALREADY HAVE INSURANCE” section. This starts the waiver process and will take you to a screen containing the waiver form.

How to submit a waiver

Step 2

Enter your information in the waiver form similar to the example to the right. While it is best to supply all requested information, those fields with a red “*” are the minimum required to submit a waiver. If requested, also attach supporting documentation. For tips on attaching your document, click here or copy this link to your browser: [https://goo.gl/vF9EHw](https://goo.gl/vF9EHw). When done, select the ‘Submit Waiver’ button at the bottom. You will receive an on-screen confirmation for a successfully submitted waiver request similar to the one on the right.
How to submit a waiver (cont'd)

**Step 3**
You will also receive an email to the email address(es) entered in the waiver form. Ensure that this email is saved as it contains valuable information you may need later.

How to submit additional documentation

Some schools require specific proof documents to receive an approved waiver request. If you receive an email from Academic HealthPlans indicating that we are unable to verify your alternate insurance, please follow the detailed instructions in that email to submit the requested documents.

How to check the status of your waiver request

Follow the login instructions to enter the Student Dashboard screen. Note the “Status:” description.

Additionally, you will also receive an email during each step of the waiver process advising you of the status of your waiver request. Ensure that this email is saved as it contains valuable information you may need later.