

Aetna Enrollment for Medical Residents starting 06/16/16 or 07/01/16

Created: 06/01/2015 Revised: 06/27/2015

NOTE: Medical Resident will need to have their Banner ID Numbers and dependent demographic data (if applicable) to complete the health insurance on-line enrollment.

The UHP Office requires copies of source documents (marriage and/or birth certificates) to substantiate eligibility of dependents. Please bring copies of these source documents to your Medical Resident orientation and submit them to UHP representatives. Please note your Banner ID# on your copies.



* Double click on Google Chrome  or web browser of your choice.

* Go to **www.aetnastudenthealth.com**

* Enter **SLU** at:

* Select: from drop down box.

* Click on: [Enroll or Waive: Student Health Insurance Plan](#)

VERY IMPORTANT- Following Steps Require Accurate Data Entry

Step 1 **Begin Your Application**

* At **Select Program Type** indicate whether you are either a **Domestic or International** (with a Visa) trainee.

Are you a domestic student or an international student holding an F-1 or J-1 Visa?

* At **Select Student Type**, enter/select **Medical Residents**.

What type of program are you enrolled in?

* On secure Login screen, enter Banner ID# (**all nine characters, including leading zeroes**):

Student Banner ID Number
(PLEASE ENTER ALL NINE CHARACTERS, INCLUDING
LEADING ZEROES)

000123456

Date of Birth

* Enter your (Primary Member) DOB:

MM/DD/YYYY

* Confirm your Banner ID# and DOB, then click on:

GET STARTED ▶

Step 2

Plan(s)

IGNORE

Waive

* Click on **Select Plan** to initiate your enrollment.

Select Plan

If you have dependents, click on:

Add Dependent(s)

* Click on **Continue**:

Continue ▶

Step 3

Additional Plan(s) Selection

* Skip this section unless you want to pay out of pocket for Vital Savings dental discount program.

* Click on **Continue**:

Continue ▶

Step 4

Student Information

* Enter your name, gender, **local address**, phone and **SLU (@slu.edu) email address** info.

* Click on **Continue**:

Continue ▶

Step 4

Dependent Information

* If you will be covering dependents enter your dependent name(s), gender(s), student status, and date of birth.

NOTE: The UHP Office requires *copies* of source documents such as marriage certificates and birth certificates to substantiate eligibility of dependents. Please bring copies of these source documents to your Medical Resident orientation and submit them to UHP representatives. Please note your Banner ID# on your copies.

* Click **Save** after each dependent is entered:

Save ▶

* Click **Continue** once all dependent data is entered:

Continue >

Step 5

Plan Details

* **VERY IMPORTANT:** Select the Plan Term that correlates to your orientation date.

Residents in 06/17/16 orientation should select Early Arrival Plan Term.

Residents in 07/01/16 orientation should select Annual Plan Term.

* Check terms:

By selecting this box I agree to these [terms and conditions](#) for the above plan

* Click **Continue**:

Continue >

Step 6

Enrollment Application Summary

* Carefully review data presented on Enrollment Application Summary screen.

* If data is accurate, click **Submit** to complete your enrollment.

SUBMIT ▶