#### SLU Student Health Plan (UHP) Waiver/Enrollment Guide -**Undergraduate/Graduate Students**

Saint Louis University (SLU) requires full-time, on-campus students to carry adequate health insurance. If a student has other (non-UHP) health insurance coverage that meets SLU's coverage requirements, they may **WAIVE** the UHP coverage (and its charges). If a student does not have health insurance, they must ENROLL in the SLU Student Health Plan (UHP). If students take no action, students will be auto-enrolled and charged for the UHP coverage.

This document provides guidance on how to submit an on-line waiver or enroll through the secure Aetna Student Health website. Aetna Student Health is the UHP's administrative Waiver directions begin below. Enrollment directions begin on page 3.

### WAIVER DIRECTIONS

\* Open a web browser. Use **of Google Chrome** is highly recommended:



\* Go to:

www.aetnastudenthealth.com/slu



\* Scroll down to and click on:

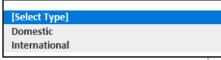


\* Review info. presented on page and **scroll down** and click on:

# Secure Login

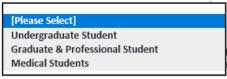
\* On Secure Login screen, use pull down menu to indicate if a Domestic or **International Student.** International selection indicates student is pursuing studies under a Visa:

Are you a domestic or an international student? •



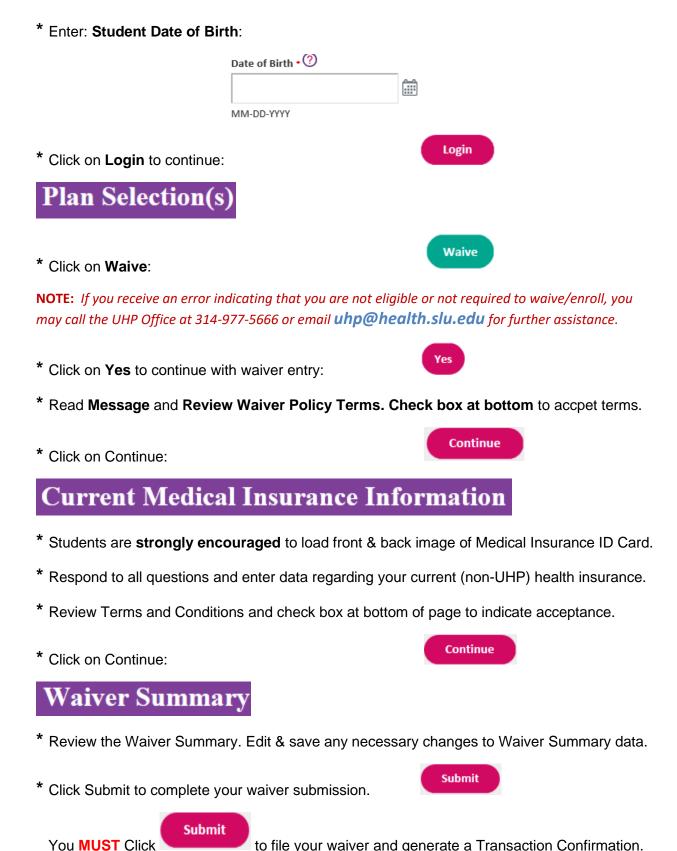
\* Next, use pull down menu to indicate type of program:

What type of program are you enrolled in? •



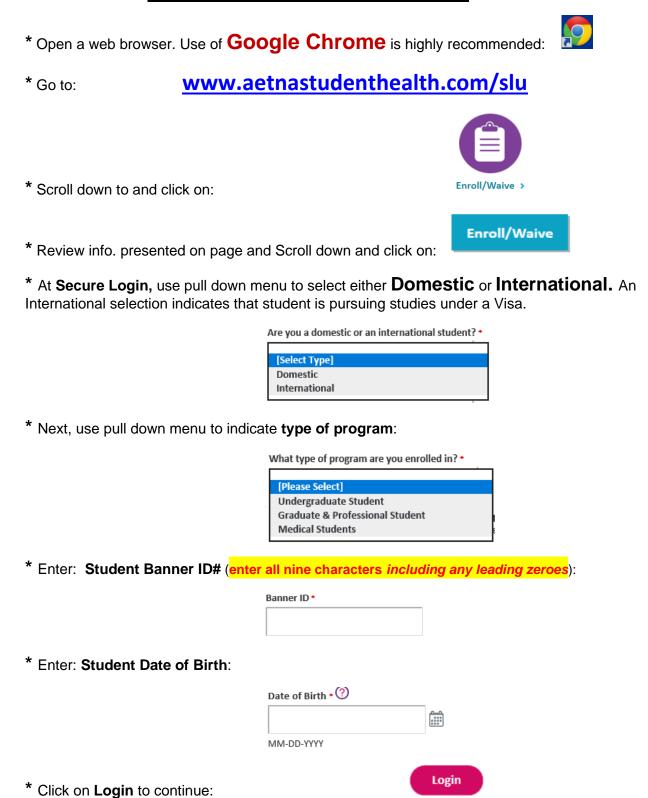
\* Enter: Student Banner ID# (enter all nine characters including any leading zeroes)

Banner ID *		



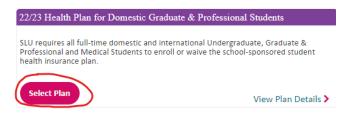
\* For accepted waivers, removal of health insurance charge from student's account may take 4 - 5 days *business* days. Also, Aetna representatives may contact you via phone or email if there are any questions or concerns with your waiver submission.

### **ENROLLMENT DIRECTIONS**



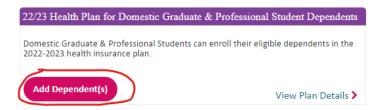


\* To enroll **YOURSELF**, click **Select Plan** under **22/23 Health Plan**:



**NOTE:** If you receive an error indicating that you are not eligible nor required to waive/enroll, you may call the UHP Office at 314-977-5666 or email **uhp@health.slu.edu** for further assistance.

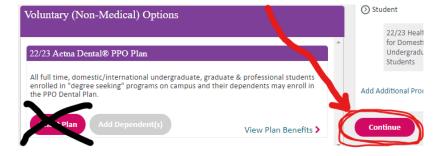
If you want to enroll **DEPENDENTS**, click **Add Dependents(s)**:



\* For FY 22/23, SLU Student Health Plan (UHP) and Aetna have partnered to offer an OPTIONAL/VOLUNTARY Dental PPO plan. The dental plan is completely separate from the medical plan and is underwritten and administered by Aetna Life Insurance Company (Aetna). Students may elect the dental coverage but it is **NOT REQUIRED**.

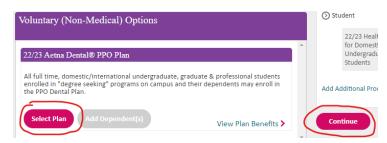
Payment for dental coverage will be requested upon check-out. Charges for medical coverage will continue to be billed to student accounts.

**Decline Dental:** To **decline** dental coverage, just click **Continue** to bypass / skip the page.



Enroll Dental: To elect optional dental coverage, 1) click Select Plan and then

2) click **Continue** 



### **Student Information**

\* Confirm/complete **Student's** (and dependent's) gender, name, phone, local address, and SLU (@slu.edu or @health.slu.edu) email info.

\* Once info. is confirmed, click on **Continue**:

Continue

## Plan Effective/Termination date(s)

\* Select Term of coverage desired:

The default student coverage options are:

Spring 01/01 - 05/20

Spring/Summer 01/01 - 08/14

Graduate Assistants with health insurance support should be presented coverage Effective/Start Dates that correlate to their contract start / end dates.

**NOTE:** If the Effective/Start Dates do **NOT** correlate to your Graduate Assistant contract start date, contact the UHP coordinator at 314-977-5666 or email **uhp@health.slu.edu** for further assistance.

\* Check terms and conditions after review:



Click Continue:

# Continue >

# Enrollment Application Summary

\* Carefully **Review** data for accuracy.

\* Click **Submit** to complete your enrollment.



You MUST Click



to file your enrollment and generate a Transaction Confirmation.