
1. Students must Enroll in or Opt Out of the Student Health Plan by clicking on the Forms link accessed from the top of the Home page to make their election. *(This is an annual requirement!)* DEADLINE: JUNE 30, 2016!! Graduate students are automatically enrolled in the SHP.

2. All students wishing to enroll in the optional dental and/or vision plans should click on the Insurance link at the top of the Home page and then click on Enroll. *(Note: If you were enrolled in any of the health plans this academic year, your coverage will end on August 31st. Renewal is not automatic for the upcoming academic year. You must re-enroll if you wish to remain on these plans.)*

3. Students who have eligible dependents* and want to enroll them in the SHP, dental and/or vision plans, should first click on the Insurance link at the top of the Home page and then click on Review to add (or view previously enrolled dependents) and then follow prompts to enter information for their enrollment. *For dependent enrollment, you will be required to upload documentation showing proof of eligibility. Acceptable Documentation: Spouse (marriage certificate); Same-Sex Domestic Partner (Princeton University Affidavit of Domestic Partnership and supporting documentation); Child up to age 26 (birth certificate). Once you’ve uploaded the documentation, you can click on Proceed to Enrollment to make your selections.

4. An email confirming your health plan elections (SUBJECT: Insurance Enrollment Confirmation) will be sent to your Princeton email account. If you do not receive a confirmation email, you missed one of the steps required to successfully submit your choices. Once a successful election is confirmed, you will be locked out of changing your option. Please contact the Student Health Plan Office at shpo@princeton.edu or call 609-258-3138 if you need to change your option before the June 30th deadline.

SAMPLE SCREEN WITH EMPHASIS ADDED