

Instructions for Students Making Health Plan Elections through [MyUHS](#)

(www.princeton.edu/uhs/InsuranceElections). *Student Net ID and Password Required to Access Site.*

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!***) **The MyUHS portal opens on May 22 for your waiver or enrollment election. DEADLINE: JUNE 30, 2017!!** **Degree-Enrolled 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.***) **The MyUHS portal opens on June 7 for your optional elections. DEADLINE: August 9, 2017!!**
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

