Instructions for Students Making Annual Health Plan Elections through [MyUHS](http://www.princeton.edu/uhs/InsuranceElections). **Student’s Net ID and Password Required to Access Site.**

**DEADLINE: JUNE 30, 2019 - UNDERGRADUATE STUDENT SHP ENROLLMENT OR OPT-OUT ELECTION**

A new insurance election is required to be completed every year via My UHS. Undergraduate Students MUST either “Enroll in” or “Opt-Out” of the Student Health Plan (SHP) by clicking on the **Forms** link accessed from the top of the **Home** page to make their election. The **MyUHS portal will be open from May 22nd to June 30th for your opt-out or enrollment election.**

If you Opt-Out you must review the SHP Comparable Coverage Criteria to ensure you meet the listed criteria: [Comparable-Coverage-Criteria-To-Opt-Out-of-The-Student-Health-Plan.pdf](https://uhs.princeton.edu/sites/uhs/files/Comparable-Coverage-Criteria-To-Opt-Out-of-The-Student-Health-Plan.pdf). By electing the Opt-Out choice in the MyUHS portal, you are attesting that your family/private insurance coverage meets or exceeds the SHP. It is important to consult with your parent and/or your insurance carrier’s Member Services before you make any election in the portal.

**GRADUATE STUDENT SHP ENROLLMENT**

Degree-Enrolled Graduate students are automatically enrolled in the SHP. No election is needed in the MyUHS portal to enroll in the SHP. **An election is only needed if you wish to enroll a dependent in the SHP or enroll in the optional dental and/or visions plans.**

**DEADLINE: AUGUST 7, 2019 - OPTIONAL DENTAL AND VISION PLANS**

*Students are not automatically enrolled or renewed in the dental or vision plans. You must enroll each year to continue coverage.* To enroll in these plans you should click on the **Insurance** link at the top of the **Home** page and then click on **Enroll**.

**Undergraduate and returning Graduate students:** MyUHS will be open from **May 22nd to August 7th** for your optional elections. **New Graduate students:** MyUHS will be open from **June 15th to August 7th** for your optional elections.

**DEADLINE: AUGUST 7, 2019 - DEPENDENT ENROLLMENT**

*Dependents are not automatically enrolled or renewed in the SHP. You must enroll your dependents each year to continue coverage.* Students who have **eligible dependents*** and want to enroll them in the plan(s) 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. You will be required to upload documentation showing proof of eligibility. Once you have uploaded the documentation, you can click on **Proceed to Enrollment** to make your elections. **If you have previously uploaded documents showing proof of coverage in a prior year, this step can be omitted since we already have your documents on file.**

*Eligible Dependents/Acceptable Documentation: Spouse (marriage certificate); Child up to age 26 (birth certificate)*

**EMAIL CONFIRMATION:** 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 within 24-48 hours, your election did not successfully go through.** Once a successful election is confirmed, you will be locked out of changing your option. Please contact the SHP Office at: [shpo@princeton.edu](mailto:shpo@princeton.edu) if you need to change your option before the **June 30th deadline.**

**SAMPLE SCREEN WITH EMPHASIS ADDED**

![MyUHS Interface](https://example.com/myuhs.png)