**Uploading Your Insurance Card to the MyUHS Portal**

Students who opt-out of the Student Health Plan (SHP) are required to upload an image of the front and back of their insurance card. You must first complete your election to opt-out using the Required Health Insurance Decision form, in the Forms tab in MyUHS ([www.princeton.edu/MyUHS](http://www.princeton.edu/MyUHS)) before you can upload your card. If you encounter a problem with the card upload you may refer to the Troubleshooting section below.

1. Click on the “Insurance” tab on the MyUHS Home Page.
2. Locate your Opt-Out for the 2023-2024 plan year in the “Insurances On File” section.

**Uploading Front of Card:**



1. Click on “Front” as above.

A window will then open asking you to choose the file you wish to upload.

1. Once you have chosen the file (card picture) to upload (only .gif, .png, .tiff, .tif, .jpg, .jpeg formats are acceptable), click on “Open.” You will now see the option to upload the card as appears below.\*



1. Click on “Upload.”
2. If you successfully uploaded the card to MyUHS, you will now see the following under “Insurances on File” where under “Upload Card” you can “View Front” of the card you just uploaded.



**Uploading back of card:**



1. Click on Back as above. Follow step 2.
2. If you successfully uploaded the card to MyUHS, you will see the following where you can “View Back” of the card you just uploaded (as well as the View Front)



**Troubleshooting:**

\*If you get an error message, please check that you are not using any special characters in the file name. You could also try reducing the image size or use a different browser like Firefox or Chrome.

\*If you cannot locate your Opt-out for 2023-2024, try refreshing the page. You can also try logging out of MyUHS, closing the browser and then logging back again.
*Please note: during times of high volume, there may be a delay in the confirmation email as well as your opt-out information showing in MyUHS.*

\*If you make an error with your insurance card upload, you may contact the Student Health Plan office at shpo@princeton.edu . The office can delete the error so you can log back into MyUHS and complete a corrected insurance card upload.