

**UNIVERSITY OF PENNSYLVANIA
STUDENT INSURANCE DEPARTMENT
GUIDE TO THE ONLINE INSURANCE SELECTION SYSTEM**

HOW TO FILE YOUR INSURANCE SELECTION

1. If you plan to waive the Penn Student Insurance Plan (PSIP), we suggest that you obtain a copy of your current insurance plan. This will help in the waiver process and may be required in order to show proof of coverage. If you decide to enroll in the Penn Student Insurance Plan, you may download a copy of the Plan Brochure at <http://www.vpul.upenn.edu/shs/shi.html>.
2. You will need to have a PennKey and password to access the PennPortal and the insurance selection system. The PennKey is your link to most of the electronic resources that you will need while here on campus. If you are a first year student, contact your school to find out how to obtain a PennKey (or visit the PennKey web site at: <http://www.upenn.edu/computing/pennkey/>).
3. Go to the PennPortal website <http://www.upenn.edu/pennportal> . You may log in through the Portal at this point, or you may log in after you access the insurance selection page.
4. Under the heading “Health and Welfare”, select the link to “Appointments (417-WELL), immunizations, health insurance, clinical fee and more“.
5. From this page, follow the link to “Health Insurance (Waiver and Enrollment)”. If you did not log into the Portal, you will now be asked for your PennKey and Password. After you submit your PennKey and Password, you will proceed to the online insurance selection system.
6. The online system will direct you on how to submit your insurance selection. If you need help in the insurance selection process, please contact the Student Health Service Insurance Office at 215-573-3523. A customer service representative will be happy to provide assistance.
7. Once you have made and confirmed your selection, any additional changes to your coverage must be processed in person in the Penn Student Insurance Office. Once you have completed your selection, you will receive a confirmation e-mail. PLEASE SAVE THIS E-MAIL, AS THIS WILL BE YOUR CONFIRMATION THAT YOU HAVE VISITED THE SITE.

Frequently Asked Questions

Q. I submitted information last year. Do I still need to waive?

A. **Yes.** A waiver must be submitted each year. Waiver information is not stored from one year to the next.

Q. What is the deadline for submitting my insurance selection?

A. The deadline is **September 14, 2007**. Full-time and dissertation status students who do not provide information about insurance coverage by this date will be automatically enrolled in PSIP.

Q. I was enrolled in PSIP for 2006-2007 and would like my status rolled forward. Is any action needed on my part?

A. **Yes.** In order to ensure uninterrupted coverage, we strongly encourage you to actively enroll through the online system. (Only students listed by their schools as having full-time or dissertation status are subject to automatic enrollment in PSIP; **part-time students and dependents are not automatically enrolled.**)

Q. Is there an alternative to submitting my selection online?

A. **No.** In order to ensure that Penn Student Insurance Office receives your selection, your information must be submitted online. Terminals are available in the Student Health Service for your convenience.

Q. I am an athlete and have submitted my insurance information to the Athletic Department. Will that suffice?

A. **No.** You must also submit your insurance information to the Student Health Insurance Office through the online system. **Insurance information sent to other departments is not forwarded to our office.**

Q. I seem to be having problems reaching the waiver/application site from my computer.

A. You may use the computers in the Student Insurance Office to file your selection. A member of the insurance office will be available if you need assistance. During the summer, the insurance office is open Monday to Friday from 9:00 AM to 4:00 PM; during the academic year, the insurance office is open Monday to Friday from 9:00 AM to 5:00 PM.

Q. I received an e-mail that my waiver was not accepted.

A. The system will not accept waivers if you did not indicate that your insurance meets the criteria for alternative coverage or if you did not accept all the conditions for waiving. You must follow up in person at the Student Insurance Office. Unless you are able to demonstrate that your insurance provides satisfactory coverage, you will be required to enroll in PSIP. (You should contact your insurance carrier for a copy of your insurance policy, which you will need to submit to the Penn Student Insurance Office.) **Full-time students who do not demonstrate adequate coverage by September 14, 2007 will be automatically enrolled in PSIP.**

Q. I will graduate in December; do I need to purchase coverage for the entire year?

A. Coverage for students who graduate in December ends on February 29, 2008. At the time of graduation, you may purchase an optional Continuation Plan that extends coverage through August 31, 2008.

Q. I have a few questions not outlined in this brochure or on your web site.

A. You may contact Penn Student Insurance at (215) 573-3523 or at **shsinsur@pobox.upenn.edu**.

Q. Where is the Student Insurance Office located?

A. The Student Insurance Office is located in the Student Health Service at 399 S. 33rd Street – ½ a block South of Spruce, across from the Hospital of the University of Pennsylvania.