How to Waive

1. Open a browser and navigate to buckeyelink.osu.edu
2. Click on the Student Health Insurance link under Popular Links at the bottom of the page.
3. Enter your name and log in credentials.
4. Click the button next to Waive SHI Benefits Plan (I have other medical insurance for the academic year).

5. Select the Academic Terms and click NEXT.
   a. Reminder: Your waiver will stay in place for the remaining terms of the academic year. However, if you need to, you can newly Select the SHI Benefits Plan for spring/summer 2025. You can also select coverage at any time during the year if you have a Qualifying Event and meet eligibility requirements.
6. Enter accurate information into all fields on this screen. Your insurance member ID card should contain all this information. SHI uses the information entered to verify you are compliant with the university’s health insurance requirement. Errors or omissions will cause delays.
   a. For the Insurance Company Plan box, click the magnifying glass for a list of common companies.
   b. No Payer ID is required if your company name is available in the list of common companies.
   c. If you do not see your company, click Other and you will be prompted with a new box to type the Name and Payer ID.
   d. The Payer ID is most often found on the back of the insurance card in the Provider or Claims submission section. It is usually five (5) alpha or numeric characters. If you are unable to locate it, enter NA or None.
7. Click I AGREE to submit your choice to Waive the SHI Benefits Plan with your other annual health insurance.
8. This Confirmation screen verifies that you completed the Select/Waive process to waive the SHI Benefits Plan. A confirmation email will also be sent to your university email account.

**NEXT STEPS:** Monitor your Statement of Account to make sure the SHI fee is removed. It can take up to two business days for the fee to be removed. If the fee remains, your waiver is not enacted.