1. Click the button next to Waive SHI Benefits Plan (I have other medical insurance for the academic year).

2. Select the Academic Terms, and click NEXT.

Reminder: Your waiver will stay in place for the remaining terms of the academic year, but if you need to, you can newly Select the SHI Benefits Plan for Spring/Summer 2018.
3. Enter accurate information into all fields on this screen.

Your Member ID Card from the insurance company should contain all this information. For the Insurance Company/Government Plan box, click the magnifying glass for a list of common companies. If you don’t see yours, click Other and then you will be prompted with a new box to type the name.

Once the fields are completed, click NEXT.

*SHI uses what you enter to verify you are compliant with the university’s health insurance requirement. Errors or omissions will cause delays.*
4. Check the boxes if you wish to share your insurance coverage with these departments.

5. Click I AGREE to submit your choice to Waive the SHI Benefits Plan with your other medical insurance.
6. This Confirmation screen verifies that you completed the Select/Waive procedure to waive the SHI Benefits Plan.

Next step: Wait 2 business days and then check your Statement of Account to make sure the SHI fee is removed. If it does not remove, your waiver is not enacted.