Online Enrollment Instructions for NYU School of Medicine Students

Each Academic Year, you are required to make an election to either enroll OR waive the New York University School of Medicine sponsored health insurance plan which offers medical and prescription coverage for yourself and your eligible dependents. You also have the option to enroll in a dental and/or vision plan for yourself and your eligible dependents. Your existing elections will not carry over to the new academic year.

Update for the New 2016/2017 Academic Year:

The deadline for making your medical/prescription and dental enrollment/waiver elections for Academic Year 2016/2017 is September 7, 2016. Failure to make your online elections by the deadline will result in the default coverage of individual medical coverage (you will be required to pay for default medical coverage) and no dental coverage. You have until October 15, 2016 to enroll in the Vision Plan.

For Medical and Prescription Online Waivers and Enrollments

Medical and Prescription Drug coverage is provided through UnitedHealthcare.

To enroll or waive medical and prescription coverage: Make your online enrollment or waiver election for the new academic year through UnitedHealthcare’s website at: https://studentcenter.uhcsr.com/nyumc no later than September 7, 2016.

For Dental Waivers and Enrollments

Dental coverage is provided through CIGNA.

To enroll or waive dental coverage, follow the steps outlined below:

1. Go to the School of Medicine’s Employee Self Service site.

2. On the login page, you will be prompted to enter your User ID and Password. You will need to use your Net ID/Kerberos ID (found on your NYU Student ID card) as your User ID, along with your existing password.

   Note: If you need assistance with obtaining your Kerberos ID, please contact the MCIT Help Desk at 212-263-6868.

3. From the Main Menu on the top of the page, select “Click Here to Enroll Benefits”. This will bring you to the Benefits Enrollment Page where you can view, update, and make changes to your dental benefits.

   Note: You must have an “open event” in order to make your elections. Your open event only occurs during the designated enrollment period at the beginning of each new academic year.

   You must complete your dental enrollment before the deadline or you will not have dental coverage for the new academic year - your existing election will not carry over.
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4. Click [Select] next to your open event to start the enrollment process.

This will bring you to the Enrollment Summary page. Under the Dental Plan category, the “current coverage” (which is the actual current coverage from last year) is listed. Note: If you are an “incoming” student, the “new” dental coverage shown will be listed as “no coverage” unless you make an election to enroll for dental coverage.

5. **FOR RETURNING STUDENTS:**
   
   Review Your Existing Dependents and update any personal information that may be outdated. This is also your opportunity to add any new dependents before making your dental election for the new academic year.

**FOR INCOMING STUDENTS:**

If you need to add dependents on the dental plan, you must follow the steps below. This must be done before making your dental election.

**TO ADD DEPENDENTS:**

To begin, Click on the [Edit] button next to “DENTAL”.

Scroll to the bottom of the Dental Plan page and click on [Add Review Dependents].

At this point, follow the steps displayed on the screen to add a new dependent, or you can review the personal information for an existing dependent by clicking on their name.

**Note:**

- Add your dependents’ information (date of birth, social security number and relationship to you)
- You will also need to upload proof of relationship (i.e. birth certificate for a child, marriage certificate for a spouse, domestic partner affidavit for a domestic partner, etc).

Click “Save” once you have entered all the information for the first dependent. Repeat these steps for each additional dependent. Once you have reviewed and/or entered all of your dependent information, you can now proceed with making your benefit selections under each benefit type.

6. **Click on “Return to Event Selection”.** On the Dental page, select ‘Dental’ coverage (or select “Waive”, if you do not want dental coverage for the new academic year).
7. **Enroll your Dependents.** On the bottom of the page you will find the list of all of your dependents you entered. You can now elect to cover any eligible dependent for dental coverage by clicking the “Enroll” button next to their name. At this time, you must “enroll” any of your current dependents in order for them to have coverage. If you don’t complete this step, you will not have dental coverage for the new academic year and your dependents will be dropped from dental coverage even if your dependents were previously covered [Note: If you do NOT make an election for dental coverage, your new dental coverage will change to “no coverage”].

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<thead>
<tr>
<th>Dependent Beneficiary</th>
<th>Enroll</th>
<th>Name</th>
<th>Description</th>
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<td>Test</td>
<td>Child</td>
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<td>TEST 2</td>
<td>Child</td>
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<td></td>
<td>☑</td>
<td>Bob Smith</td>
<td>Child</td>
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</tbody>
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8. Click **Update Elections** to store your choice until you are ready to submit your final enrollment (after you review your election and enroll any eligible dependents). You are now on the confirmation page – click **Update Elections** to store your dental plan election.

9. **Complete Your Dental Election**

Once you have completed the above steps for making your Dental election on your Enrollment Summary, you are ready to submit your election. Click **Submit** to submit your dental election to Benefits Services, once you have reviewed and confirmed your election. However, your enrollment is not complete until you complete the final step (step#10).

10. **Finalize Your Dental Election**

After clicking the ‘Submit’ button, you will be on the “Submit Benefit Choices” page. This page will ask you to authorize your dental plan election and send your final dental plan election to be processed. You do this by clicking on the “FINALIZE” button again at the bottom of the page. Only hit the “FINALIZE” button once. It will take a few moments to move to Step 11.
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11. View and Print Your Confirmation Statement

After finalizing your dental plan election, you will be taken to the ‘View and Print Your Confirmation Statement’. You can save and/or print a copy of your Confirmation Statement from this page.

For Vision Enrollment

Vision coverage is provided through UnitedHealthcare. You do not need to be enrolled in the medical/prescription plan through UnitedHealthcare to enroll in the Vision Plan. The Vision Plan is an optional plan and you pay the full cost of coverage directly to UnitedHealthcare. If you are currently enrolled in the Vision Plan for the 2015/2016 academic year, you will need to re-enroll for the new academic year.

If you would like to enroll in the vision plan, please visit www.uhcsr.com/nyumc and click “Enroll online now.”

Note: The last day to enroll in medical/prescription and dental coverage is September 7, 2016. However, you have until October 15, 2016 to enroll in the Vision Plan.
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IMPORTANT REMINDERS

Medical and Prescription elections- Make your waiver or enrollment election through UnitedHealthcare’s website: https://studentcenter.uhcsr.com/nyumc no later than September 7, 2016.

Dental elections-Enroll in dental coverage through Self-Service no later than September 7, 2016.


Costs for Medical and Dental Coverage— Please be advised that all applicable charges related to your medical and/or dental elections (including default coverage) will be reflected on your tuition bill. Any updated benefit changes should appear by the October 2016 tuition bill.

Proof of Relationship Documentation- Must be provided for all newly added eligible dependent(s), where applicable (i.e. copy of marriage certificate for spouse, birth certificate for child, domestic affidavit for a domestic partner, etc.). You can upload this information on the benefits enrollment website or email it to NYUBenefits@nyumc.org. If this information is not provided by your enrollment deadline, your elections will not be processed and coverage will not be provided to your dependents.

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