Colorado School of Mines
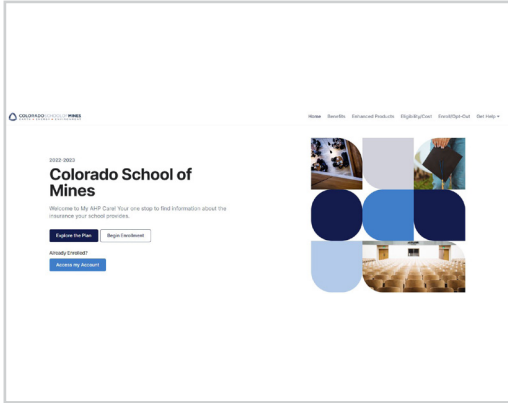# Enrollment/Waiver Process User Guide

1 Go to csm.myahpcare.com and click on the Enroll/Opt-Out tab.

2 Review the criteria and click on your classification to waive or enroll.

Log in to the waiver system using the following:
Login: Student ID Number (8 Digit CWID)
Password: Birth Date (mmddyyyy format), unless you previously changed your password

3
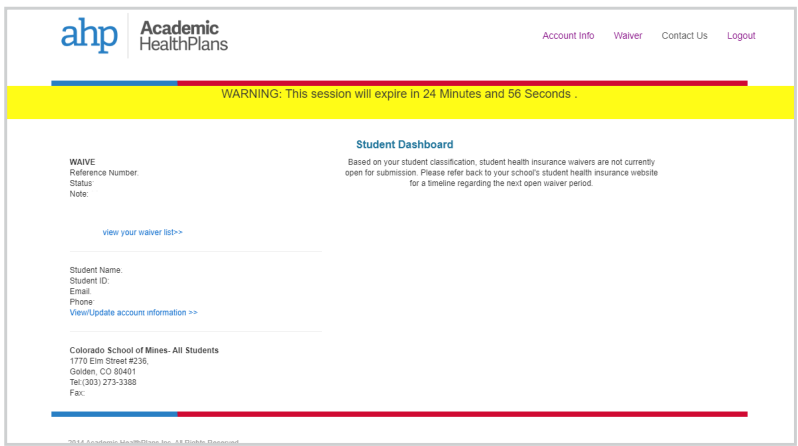
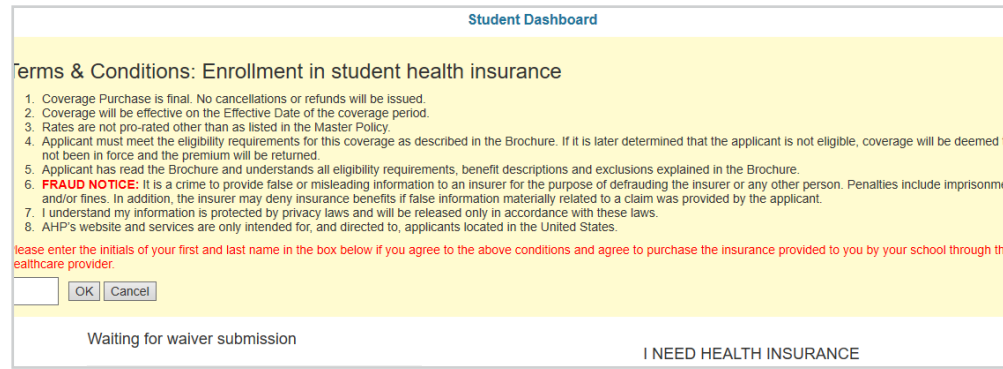**3** Select the blue button to waive coverage or the green button to enroll in the insurance plan. You will have 25 minutes to complete your waiver submission before the system times out.

4 If you choose to enroll by clicking the green button, you will prompted to read the Terms and Conditions and enter your initials.

5 If you choose to waive by clicking the red button, you will be prompted to attach proof of insurance.

6 Once your proof of insurance is uploaded, complete the Student Information chart.

7 Electronically sign and click Submit Waiver. Waiver will be processed within five to seven business days.

8 You will receive email confirmation of your waiver submission. It is the student's responsibility to follow up on their waiver status.

Questions? Please go to csm.myahpcare.com and click on the "Get Help" dropdown