Enroll/Waive Process

Exactly how do I enroll or waive SHIP? The enrollment/waiver period runs from July 15-Census Day each academic year. It is very important that you elect to enroll or waive SHIP during this time. If you do not complete this process, you will be added to SHIP automatically after Census Day.

Here is a step-by-step guide to enrolling or waiving SHIP:

https://myahpcare.com/wp-content/uploads/Mines_User-Guide.pdf

First, go to https://csm.myahpcare.com/ and click on the Enroll/Opt-Out tab

Click on your classification type (ex. Domestic or International) to waive or enroll

If you have never used this system before - log in to the waiver system with the following:

Student Id: (8 digit CWID)

Password: Birth Date as MMDDYYYY (ex. 04132003)

If you previously created an account with AHP, you will need to use the password you chose.

Select the green button to enroll or the blue button to waive. You will have 25 minutes to complete the waiver before the system times you out.

If you choose to enroll, you will need to read the Terms and Conditions and enter your initials in the box. Then click ok. You are enrolled in SHIP!

If you choose to waive, you will need to attach a copy of the front and back of your insurance card.

Next, you need to complete the Student Information Chart. This is where you will add the information about your insurance policy.

The last step is to electronically sign the waiver form and click the Submit Waiver button.

You will then receive an email confirmation that has a waiver submission code. **If you do not receive this email, the waiver did not go through!**

You will be informed in approximately 5-7 business days whether your waiver is approved, pending (needs more information) or denied. It is your responsibility to follow up on this status.

Once your waiver is approved, the waiver credit will be added to your student account. The health insurance fee does not get removed, so you will still see this on your account. The waiver credit, however, balances out the health insurance fee.