How to: “Waive Out” or “Enroll In” Health Insurance

1. Log into Navigator.

2. Once at the Student Homepage, click on “Financial Account”.
3. Next, click on “Student Health Insurance”.

   **Note:** Please make sure that pop-up windows are not blocked.

   The “University Health Plans” page will pop-up in a new tab. If you would like to “Waive Out” of the University Health Plan, please follow steps 4-7. If you would like to “Enroll In” the University Health Plan, please proceed to steps 8-10.

4. **“Waive Out”**: After reading the Student Health Insurance information, click on the link to “Waive out of the Salem State University Student Health Plan”.
5. Confirm or deny your MassHealth (Massachusetts Medicaid) membership by clicking on the “Yes” or “No” button. If you are unsure if you are a member or not, please first review the organizations and plans listed on the page. If you are a member in any of the organizations listed, please click “Yes” to confirm your MassHealth membership.
6. Read the information provided about the Annual Waiver Form. If you are eligible to continue, please enter your date of birth (i.e. 05/09/1999), and your student ID number (i.e. S0123456). Then, click “Continue”.

7. Enter your existing insurance information to complete the waiver form. After submitting your current information, ensure you waived out of the student health insurance plan successfully by reaching the confirmation page and checking your billing statement.
*Your submission of the waiver form is not an official confirmation waiver. Please check your billing activity to see that
the health insurance charge has been deducted within 24-48 business days, confirming your successful waiver.

8. **“Enroll In”:** After reading the Student Health Insurance information, click on the link to “Enroll online in the Salem State University Student Health Plan”.

9. Read the “Annual Enrollment Form” information, then, enter your date of birth (02/06/2000) and your student ID number (i.e. S0123456).
10. After completing step 9, ensure you enrolled in the student health insurance plan successfully by reaching the confirmation page.

*Your submission of the enrollment form is not an official confirmation of enrollment. Please check your email for communication from University Health Plans that you have been successfully enrolled.