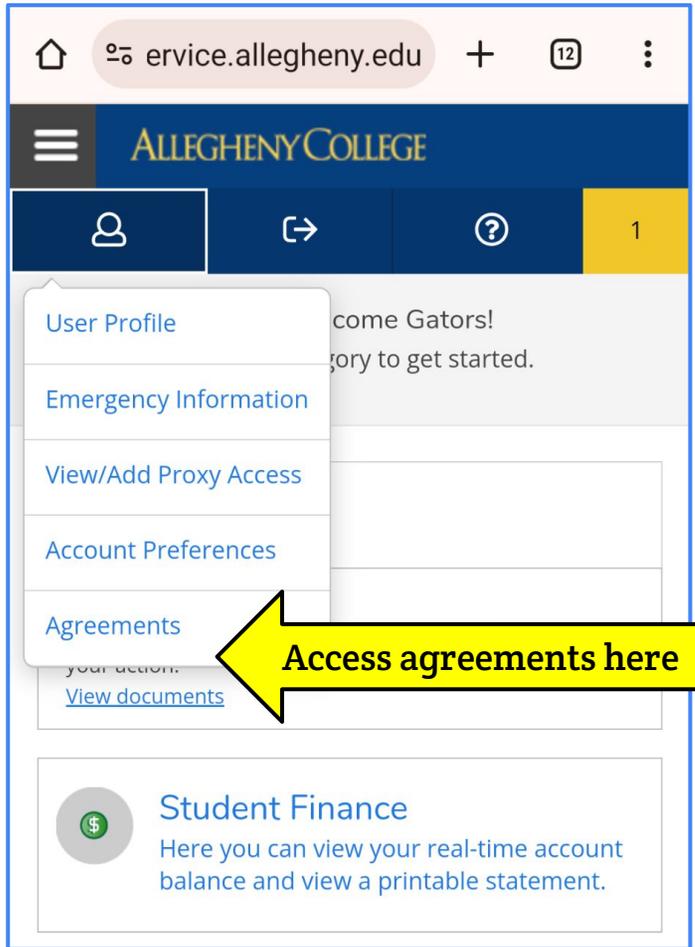
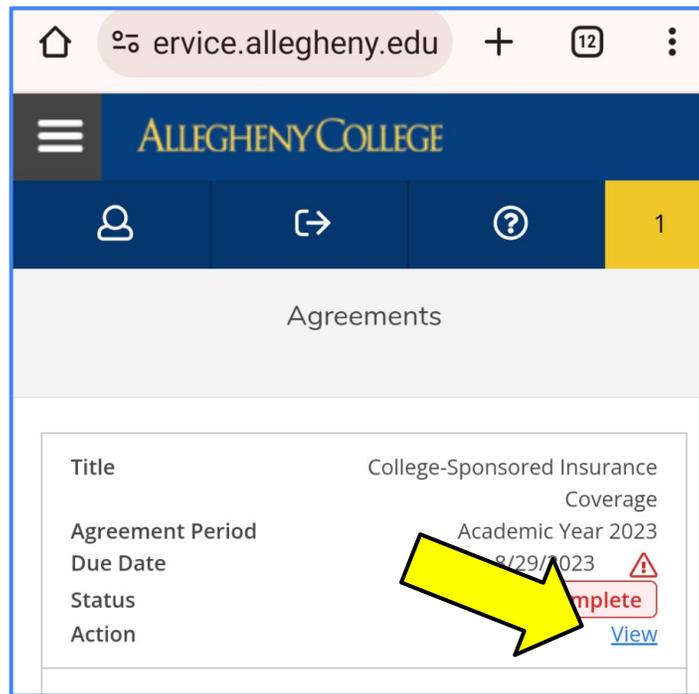


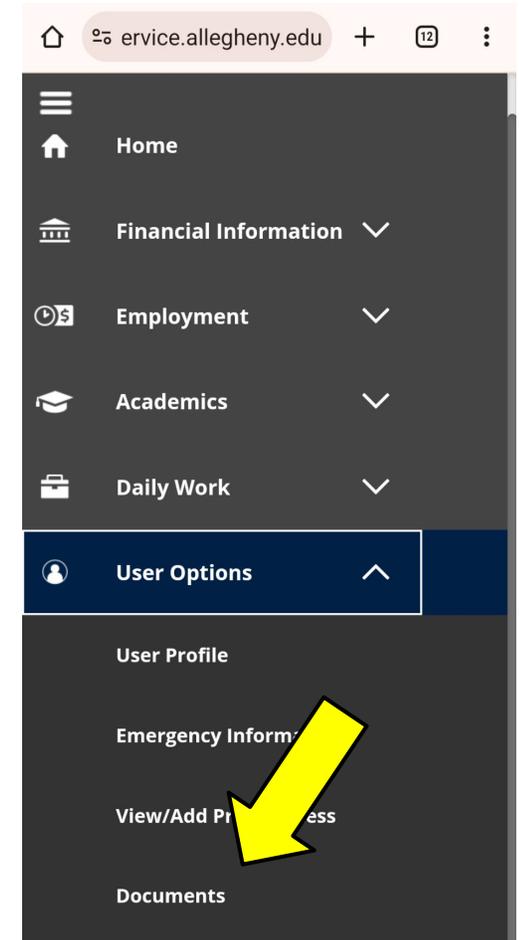
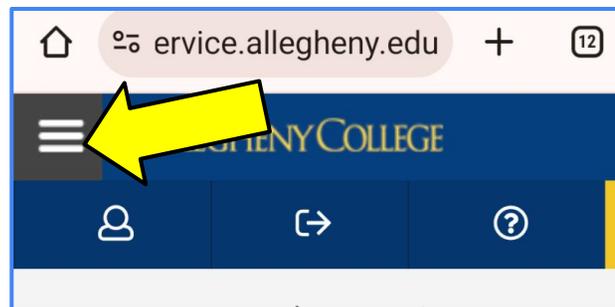
## Accessing On Mobile



When accessing your Health Insurance form on your mobile device, you'll need to log into [Self Service using your Allegheny login and password](#). Then you'll click on the upper left icon that looks like a little person. This will bring you to the Agreements.



Find the College-Sponsored Insurance and click "View." This will take you to the a screen where you can accept or decline the Insurance Coverage. If you decline, you will need to provide a copy of your own health insurance card. You can upload a photo of your card as follows: In the upper left, choose the 3 lines menu.



Choose Documents.

## Accessing On Mobile (continued)

Documents

[View All](#)

Document Explanation	Health Insurance Card(s) Students must upload both sides of their health insurance card(s).
Due Date	
Requesting Office	Health Center
Status	<span>Incomplete</span> 5/18/2023
Attachments	<span>Manage</span> 0

Attachments

Upload new attachment

Choose File No file chosen

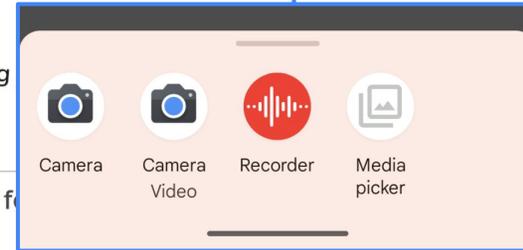
Upload Clear

Accepted File Types: (.pdf,.jpg,.png)

Maximum File Size: ( 20 MB )

No attachments found

***\*Your mobile device choices may differ from these options.***



Once you are in the Documents screen, you can choose the “Manage” button, you will see an Attachments screen where you can choose a file. You can either use your phone’s camera or upload an existing file\*. Once you choose the image, choose upload. You will be able to upload the front, and there will be an additional file upload available for the back of your card. If you have any trouble, email [orientation@allegheny.edu](mailto:orientation@allegheny.edu), and we will do our best to help you.

Attachments

Upload new attachment

Choose File Screenshot\_20240209-113659.png

Upload Clear

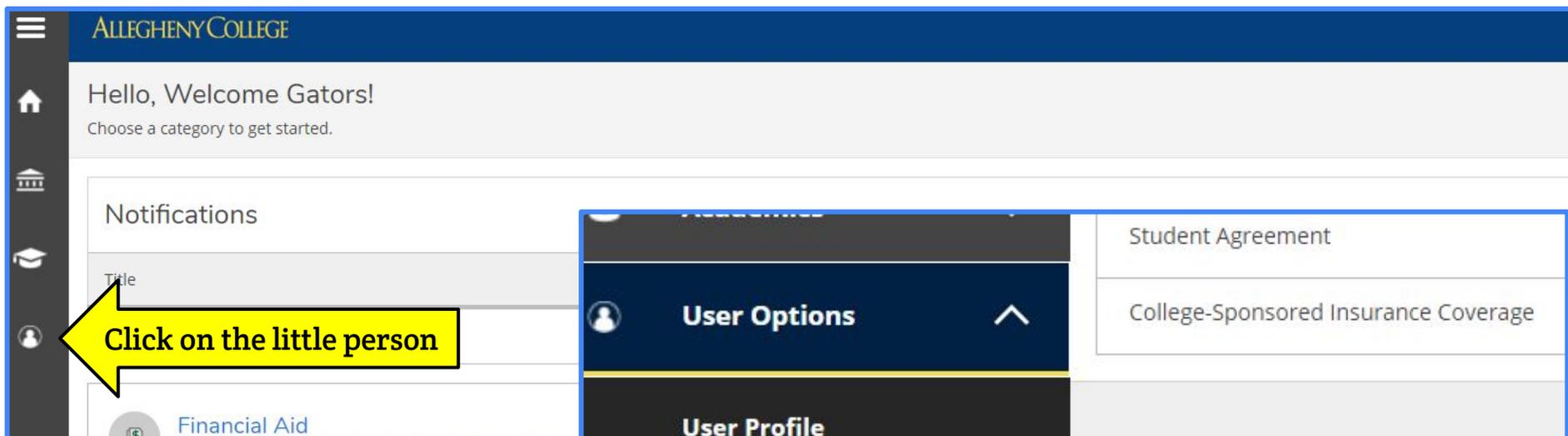
Accepted File Types: (.pdf,.jpg,.png)

Maximum File Size: ( 20 MB )

Name	Uploaded On	Actions
Screenshot_20240209-113659.png	2/9/2024 11:38:37 AM	
17074966514705881017045722098646.jpg	2/9/2024 11:37:51 AM	

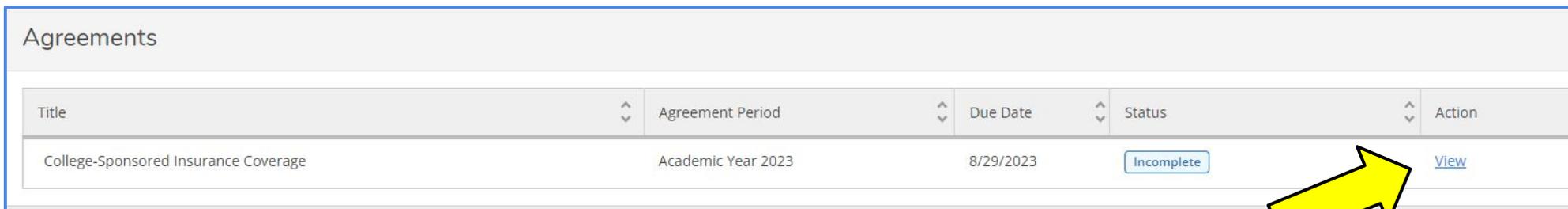
## Accessing On a Computer

When accessing your Health Insurance form, you'll need to log into [Self Service using your Allegheny login and password](#). Then you'll click on the left icon that looks like a little person in a circle. This will get you into the "User Options" Menu. When you click the drop down, you will see several options.



The screenshot shows the Allegheny College Self Service portal. The top navigation bar is dark blue with the Allegheny College logo. Below it, a white banner says "Hello, Welcome Gators! Choose a category to get started." A sidebar on the left contains icons for home, notifications, and user profile. A yellow arrow points to the user profile icon with the text "Click on the little person". The main content area shows a "Notifications" section and a "Financial Aid" link. A "User Options" menu is open, showing options for "User Profile", "Emergency Information", "Documents", and "Agreements". A yellow arrow points to the "Documents" option with the text "Upload insurance card images here". Another yellow arrow points to the "Agreements" option with the text "Access agreement here".

When you click on "Agreements" you will see the "College Sponsored Insurance Coverage" and you can click on that to accept or decline the college sponsored Health insurance. You will also need to upload a copy of the front and back of your current insurance card if you decline the college sponsored Insurance coverage.



The screenshot shows the "Agreements" table in the Self Service portal. The table has columns for Title, Agreement Period, Due Date, Status, and Action. A yellow arrow points to the "View" link in the Action column for the "College-Sponsored Insurance Coverage" row.

Title	Agreement Period	Due Date	Status	Action
College-Sponsored Insurance Coverage	Academic Year 2023	8/29/2023	Incomplete	<a href="#">View</a>

Click on view and then you can Accept or Decline the College Sponsored Health Insurance.

## Accessing On a Computer (continued)

Required Documents

**Click on Manage to Upload your Insurance Card**

Document	Explanation	Due Date	Requesting Office	Status	Attachments
Health Insurance Card(s)	Students must upload both sides their health insurance card(s).	6/1/2023	Health Center	Pending...	

When you click on the “Manage” button, a dialog box will open where you can upload the front and back of your insurance card. **MAKE SURE you upload BOTH sides before you click on lose.** You will not be able to re-upload. If you do close the dialog box by mistake, please contact [orientation@allegheny.edu](mailto:orientation@allegheny.edu), and we will reset the form for you.

Attachments

Upload new attachment

front.png

Accepted File Types: ( .pdf,.jpg,.png )

Maximum File Size: ( 20 MB )

No attachments found.

Close

Attachments

Name	Uploaded On	Actions
back.png	4/26/2023 01:43:58 PM	
front.png	4/26/2023 01:43:50 PM	

Close

Attachments



You will then see your attachments as above.