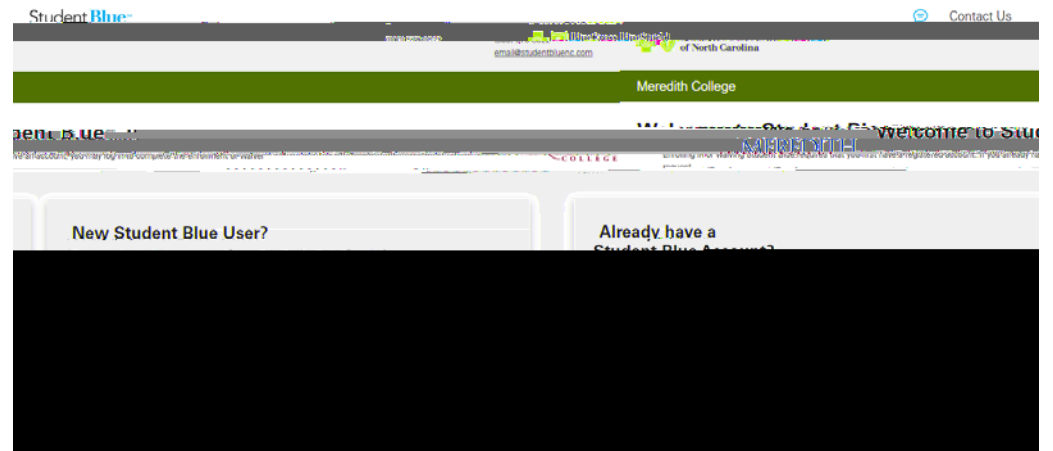


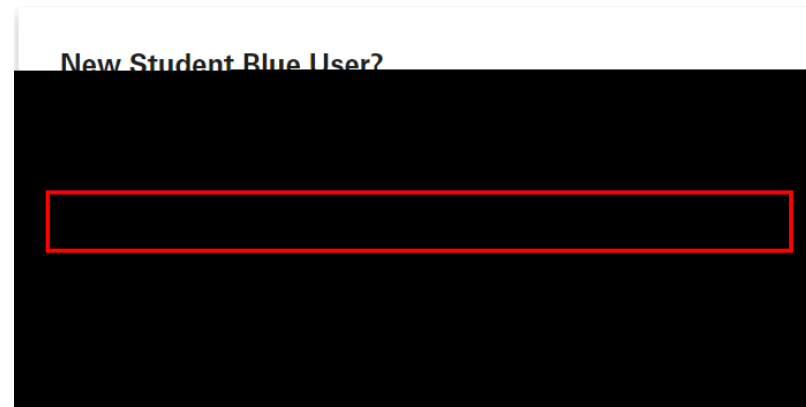
New Student – Waiver Request

This document will show you how to set up your account and complete a waiver in the Student Blue portal as a new student. Please note: it is recommended that you have a copy of your insurance card for the insurance policy that you plan to use to waive out of the Student Blue plan before you begin.

1. Start by navigating to <https://studentblue.bcbsnc.com/mc/login>



2. In the *New Student Blue User?* Tile, select the *Request Waiver* button



3. Enter your Meredith student ID number, making sure to include the leading zero in your ID number (as shown on your Meredith CamCard).
4. Enter your Date of Birth using the MM/DD/YYYY format
5. Click on the blue *Continue* button

The screenshot shows a web form titled "Request Waiver". A red rectangular box highlights two input fields: "Student ID" containing "0012345" and "Date of Birth (mm/dd/yyyy)" containing "11/22/1001". Below these fields is a blue "Continue" button.

6. Confirm that the information in the *Student Info* section is correct and hit the *Continue* button at the bottom of the page

The screenshot shows the "Student Info" section of the form. At the top, there is a progress indicator with four steps, where the first step is active. The form fields are: "First Name" (Jessica), "Middle Initial" (empty), "Last Name" (Doe), "Student ID" (0012345), and "Date of Birth" (11/22/1999). Below these are radio button options for "Gender" (Female selected, Male), "Student Class" (Graduate, Undergraduate), and "Student Type" (Domestic selected, International). A blue "Continue" button is at the bottom.

12. Next, you will need to enter the policy number for the plan that you're covered under. This could also be your subscriber identification number or your member number, depending on what type of insurance you have.

13. Most plans will have a group or a plan number you can include that here as well.

14. You will also need to include the first name, last name and date of birth of the policy holder. If you are on your parent's plan, your relationship to the policyholder

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18. The *Review & Certification* section allows you to review all the information you have entered and go back to edit anything that needs to be updated.

19. Once you are satisfied that the information submitted is correct, you will need to select the checkbox in the *Waiver Agreements* box.

20. You can then click *Submit* to process your waiver

21. Your waiver request may take a few seconds to process. Your screen will be updated to show the waiver status, of either approved or pending. If verified electronically and approved, your Meredith account will show the health insurance charge removed within five business days. If the waiver request is in a pending status, a Blue Cross NC representative will verify coverage with your insurance company. You should receive an update on your waiver request within five to seven business days.



22. Confirmation emails will be sent to you both the primary and secondary email address. They are also available in the by clicking on the *Messages* option on the left navigation when you are logged into the Student Blue portal.

