Instructions for the Health Insurance Certification Process, 2012-2013

1. Log into your account with myUTH.
2. In your To Do List (a box on the right side of your screen), click on Health Insurance.
3. In the To Do List screen, click on Health Insurance again.
4. In the To Do List Item Detail screen, click on Health Insurance Certification.
5. In the Health Insurance Certification screen, answer the question “Do you have health insurance?” by clicking on the Yes or No radio button.

6. A. If you answered Yes to having your own health insurance:
   i. A new screen Insurance Policy Information will appear. Enter your insurance company name, policy number, and the policy holder’s name. When done, click on the box Click to Continue.
   ii. A new screen Disability Insurance Availability will appear. The link on this screen gives you information about disability insurance available for you to purchase separately through the university if you are eligible and wish to do so. You are not required to purchase disability insurance. But before continuing in this process, you must click on the radio button attesting that you are aware that Disability Insurance may be available to you.
   iii. A new screen Private Insurance Certification will appear. After reading through this statement, click on the Confirm box to confirm or the Cancel box to cancel.

6. B. If you answered No to having your own health insurance:
   i. A new screen Disability Insurance Availability will appear. The link on this screen gives you information about disability insurance available for you to purchase separately through the university if you are eligible and wish to do so. You are not required to purchase disability insurance. But before continuing in this process, you must click on the radio button attesting that you are aware that Disability Insurance may be available to you.
   ii. A new screen Release of Information Consent will appear. After reading through this statement, click on the Confirm box to confirm or the Cancel box to cancel.

7. If you have completed the process (by clicking on Confirm in the previous step), you may now continue with registration for classes.

Please refer any questions or comments to Auxiliary Enterprises at 713-500-8400 or student-insurance@uth.tmc.edu.