CHAPMAN UNIVERSITY

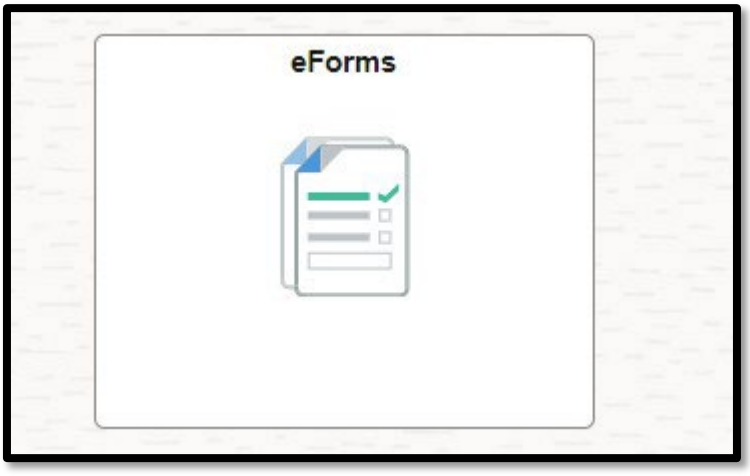
Student Business Services

# Opt-Out of Health Insurance

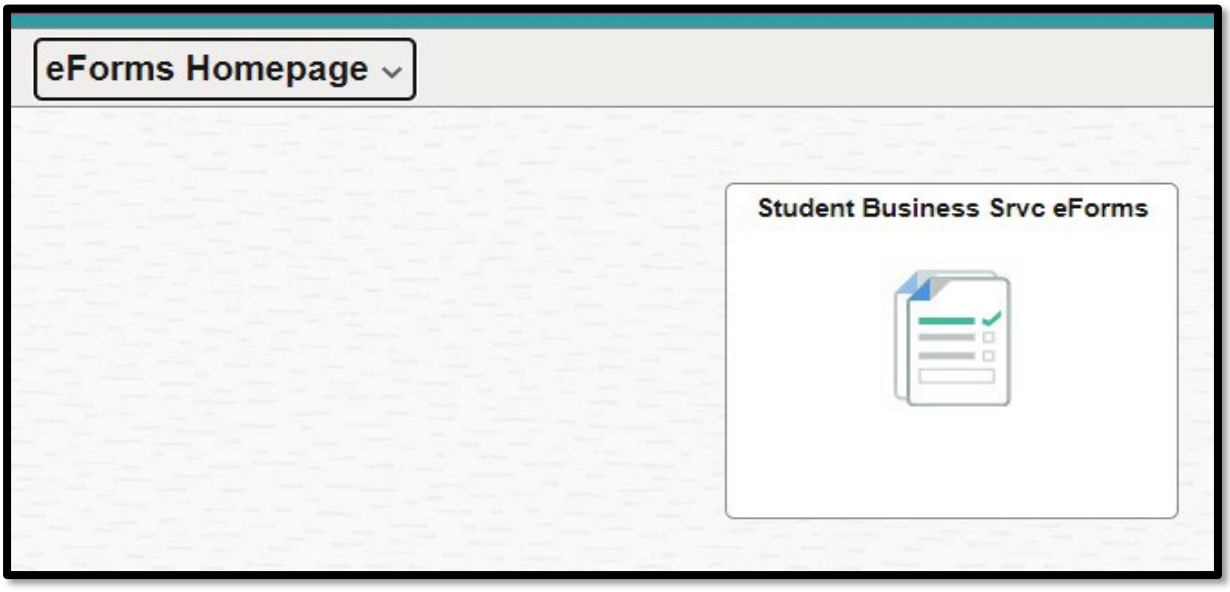
***This tutorial covers how to opt-out of health insurance, if you have a health insurance charge.***

1. Login to the ***Chapman University Student center***.

2. On the Student Center homepage, select the "***eForms" tile***.




3. Click on "Student Business Srvc eForms".



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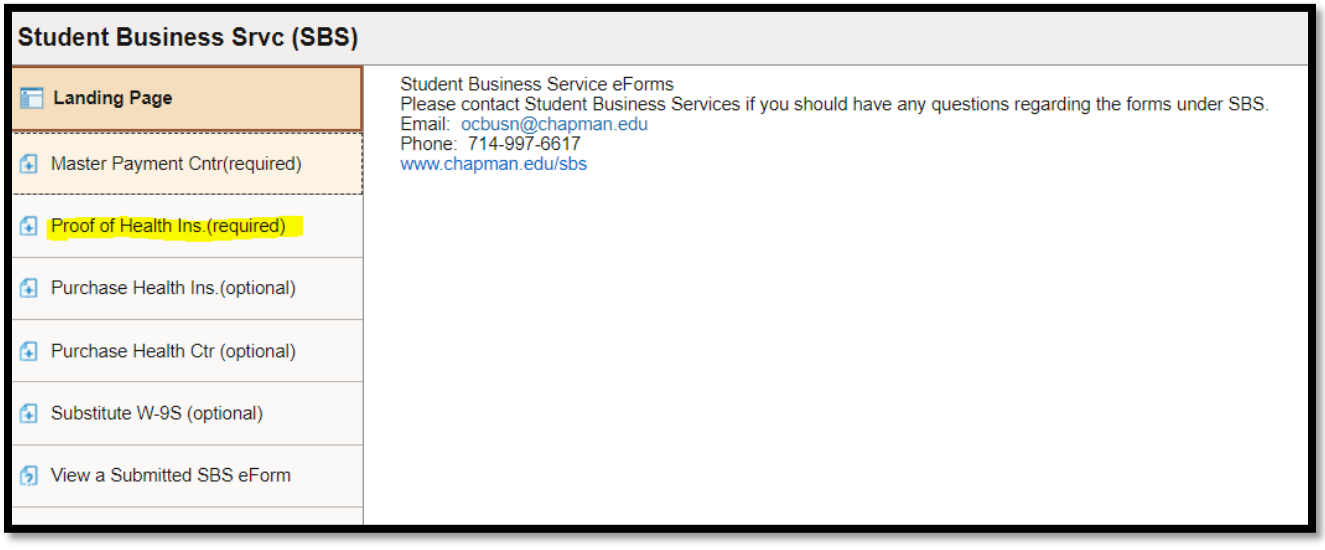
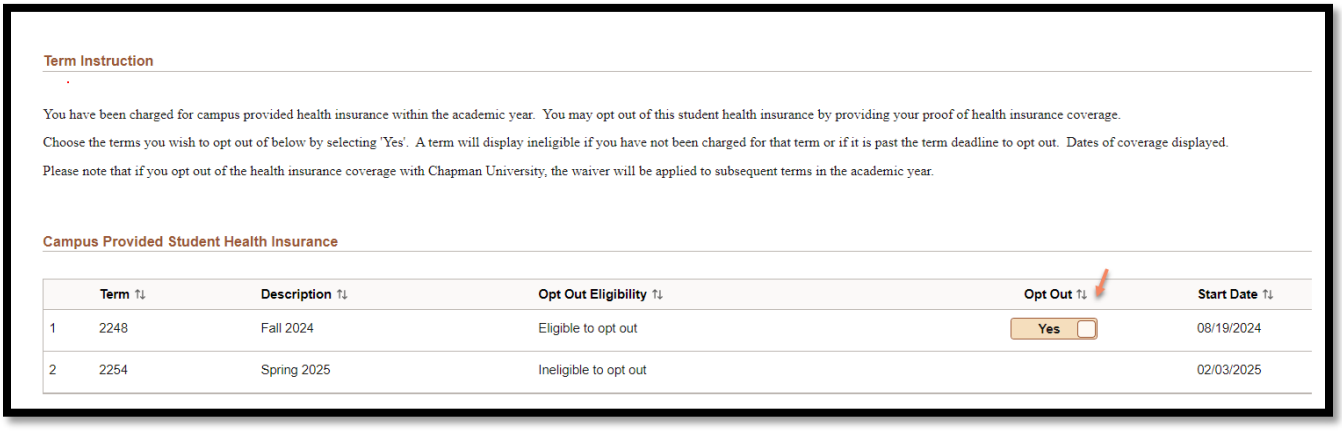
4. Select "Proof of Health Ins. (required)".




5. Select “Yes” to Opt Out.



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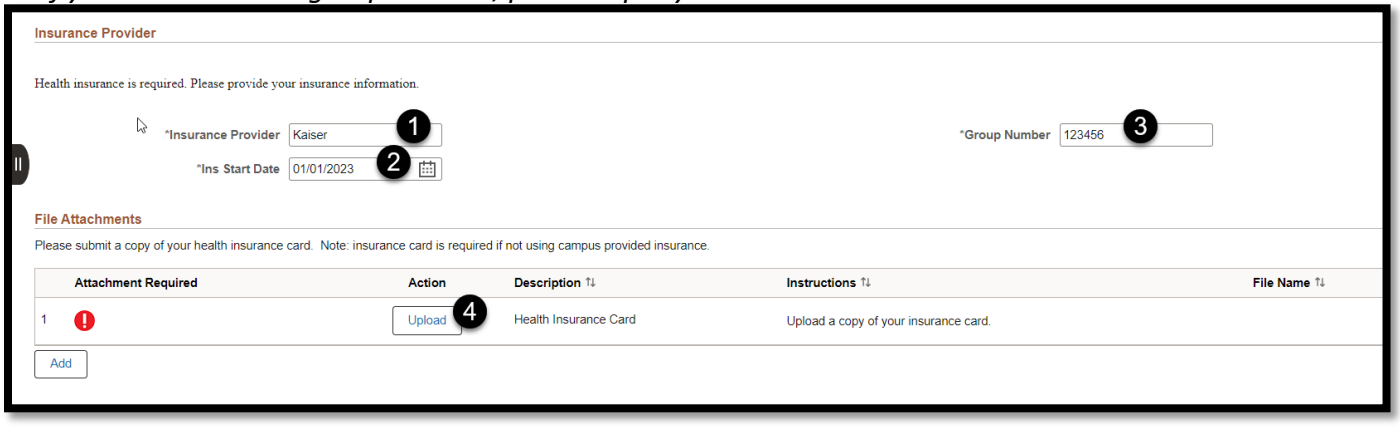
6. Follow the steps below to enter your health insurance provider information. Be sure to upload a copy of your Health Insurance Card.
   **If you do not have a group number, please input your member or medical ID number.*




7. Select “Yes”for the Acknowledgement and then "Submit".