Introduction
The Student Blue tool is used by students enrolled and who want to enroll in the Student Blue plan. Students will have the ability to manage the health coverage enrollment and waiver process. Most students are required to either enroll in the student health plan or provide proof that they already have creditable coverage through an existing insurance policy.

University administrators will also have access in order to check the status of students’ submissions and assist them accordingly.

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Student Enrollment – Already has Login/Password

Access the Student Blue website at www.bcbsnc.com/student

On the Student Blue homepage, select your school.

Click the Enroll tab.
Student Enrollment – Already has Login/Password

If you are not sure you are eligible to enroll, answer the questions and click Check Eligibility.

If you know you are Eligible, click Enroll Now.

If you have previously, registered on the Student Blue site, enter your User Name and Password.

Click Login.
Student Enrollment – Already has Login/Password

Select **Enroll.**
Enter the Social Security Number and student contact information.
Student Enrollment – Already has Login/Password

Scroll past contact information.

Select “Yes” or “No”, if you would like to include coverage for abortions.

Select “Yes” or “No”, if you would like to automatically re-enroll for the Spring/Summer semester.

*Note: This will also automatically enroll dependents.*

Review the Statement of Understanding and select the checkbox.

---

Would you like to include coverage for abortions (first 16 weeks of pregnancy) at no additional cost?

(If selected, applies to all insured) *

Select Coverage ▼

Re-Enrollment Opt-in

I would like for Student Blue to automatically re-enroll me and any dependents (if applicable) for the Spring/Summer semester.

Subject to Eligibility Requirements) *

Select Re-Enrollment Opt-In ▼

Notice of Special Enrollment

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance (including Medicaid or Children’s Health Insurance Program (CHIP)) or group health plan coverage, you may be able to enroll yourself and the dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents’ other coverage). However, you must request enrollment within 30 days after your or your dependents’ other coverage ends (other than Medicaid or CHIP) or if the employer stops contributing towards your or your dependents’ other coverage and within 60 days after the loss of Medicaid or CHIP eligibility. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption or foster care, except when adding a dependent child will not change your coverage type or premiums that are owed. For questions or to obtain more information, contact:

Blue Cross and Blue Shield of North Carolina
PO Box 2073, Durham, NC 27702
(888) 351-8283

Statement of Understanding

☐ I understand that by signing the below, I am agreeing to the following:

1) I certify that I have read and understand the plan brochure section entitled “Eligibility,” and that I am eligible for student coverage [and I understand the refund policy].

2) I certify that all statements on this application are complete and true. I understand that for a period of two years from the date of this application, BCBSNC may rescind my policy for any acts or practices that constitute fraud or if I make an intentional misrepresentation of material fact. If fraudulent statements were made, BCBSNC may take legal action at any time.

3) As primary applicant, I warrant that I am authorized to agree to the above statements on behalf of all my dependents under age 18. (Applicant spouse and applicant dependents age 18 or older must sign below) *
Student Enrollment – Already has Login/Password

Scroll past application questions.

Select the checkbox next to the Application Signature.

Click Submit.

Confirmation Page Appears.
Access the Student Blue website at [www.bcbsnc.com/student](http://www.bcbsnc.com/student)

On the Student Blue homepage, select your school.

Click the **Enroll** tab.
If you are not sure you are eligible to enroll, answer the questions and click **Check Eligibility**.

If you know you are Eligible, click **Enroll Now**.

Enter your **Student ID** and **Date of Birth**.

Click **Continue**.
Enter the student information and contact information.

Note: The University e-mail Address entered here will be the student’s User Name in the tool.
Student Enrollment – New User

Scroll past contact information.

Select “Yes” or “No,” if you would like to include coverage for abortions.

Select “Yes” or “No,” if you would like to automatically re-enroll for the Spring/Summer semester.

Note: This will also automatically enroll dependents.

Review the Statement of Understanding and select the checkbox.

---

Would you like to include coverage for abortions (first 16 weeks of pregnancy) at no additional cost?

(If selected, applies to all insured) *

Select Coverage  ▼

Re-Enrollment Opt-In

I would like for Student Blue to automatically re-enroll me and any dependents (if applicable) for the Spring/Summer semester.

(Subject to Eligibility Requirements) *

Select Re-Enrollment Opt-In  ▼

Notice of Special Enrollment

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance (including Medicaid or Children’s Health Insurance Program (CHIP)) or group health plan coverage, you may be able to enroll yourself and the dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents’ other coverage). However, you must request enrollment within 30 days after your or your dependents’ other coverage ends (other than Medicaid or CHIP) or if the employer stops contributing towards your or your dependents’ other coverage and within 60 days after the loss of Medicaid or CHIP eligibility. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption or foster care, except when adding a dependent child will not change your coverage type or premiums that are owed. For questions or to obtain more information, contact: Blue Cross and Blue Shield of North Carolina PO Box 2073, Durham, NC 27702 (888) 351-8283

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2) I certify that all statements on this application are complete and true. I understand that for a period of two years from the date of this application, BCBSNC may rescind my policy for any acts or practices that constitute fraud or if I make an intentional misrepresentation of material fact. If fraudulent statements were made, BCBSNC may take legal action at any time.
3) As primary applicant, I warrant that I am authorized to agree to the above statements on behalf of all my dependents under age 18. (Applicant spouse and applicant dependents age 18 or older must sign below.) *
Student Enrollment – New User

Scroll past application questions.

Select the checkbox next to the Application Signature.

Click Submit.

Confirmation Page Appears.
Student Waiver – Already has Login/Password - Domestic

Access the Student Blue website at www.bcbsnc.com/student

On the Student Blue homepage, select your school.

![Student Blue website](image)

Click the Waive tab.

![Waive tab](image)
Student Waiver – Already has Login/Password - Domestic

Click Request a Waiver.

If you have previously, registered on the Student Blue site, enter your User Name and Password.

Click Login.
Select **Request Waiver**.
Enter Primary and Secondary email address.
Scroll past Email Address.

Enter the Insurance Policy and Health Insurer information.

**Policy Information**

- **Policy Number**
  - Depending on your insurance provider, this number may be listed as Policy, Member, Account, Enrollee, or Subscriber identification number.

- **Group/Plan Number**

- **Policy Holder First Name**

- **Policy Holder Middle Initial**

- **Policy Holder Last Name**

- **Relation to Policy Holder**
  - Select Relationship

**Health Insurer Contact Information**

- **Insurance Company**
  - Select Company

- **Company Address 1**

- **Company Address 2**

- **Company City**

- **Company State**
  - Select State

- **Company Zip Code**
### Student Waiver – Already has Login/Password - Domestic

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll past policy and health carrier information.</td>
<td></td>
</tr>
<tr>
<td>Select the <strong>Add Proof Waiver</strong> button. Browse and locate desired document and select open.</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Proof of Waiver is optional for domestic, but required for international.</td>
<td></td>
</tr>
<tr>
<td>Select “Yes” or “No,” if you would like to automatically resubmit waiver for the Spring/Summer semester.</td>
<td></td>
</tr>
<tr>
<td>Select the check box and certify the information provided is accurate.</td>
<td></td>
</tr>
<tr>
<td>Click <strong>Submit</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

**Proof of Waiver**

You may upload any documents from your insurance carrier which display your policy’s effective dates of active coverage and any pertinent information.

Examples of proof: Insurance Card, Confirmation Letter, Statement of Coverage, etc.

Add Proof of Waiver (optional)

Acceptable file types: PDF, JPG, PNG
Acceptable file sizes: 10 MB per file

**Resubmission Opt-in**

I would like for Student Blue to automatically resubmit my waiver request in the spring semester.

Yes

**Waiver Agreements**

Certification - I attest that the above information is accurate and authorize its verification. I realize that if the waiver information is found to be invalid, the waiver request will be denied.
Confirmation page appears.

Waiver requests will result in one of the following responses:

- **Approved**: the waiver is approved. No further action is required. The student receives an e-mail confirmation. Students can also view the confirmation e-mail in the Message Center.

- **Denied**: the waiver request is denied. The student will be contacted by e-mail.

- **Pending**: the waiver is placed in a pending status because more information or research is required. The student will be contacted by e-mail to follow up. Students will receive a waiver request decision e-mail within 5 business days of submission.

On the Student Blue homepage, select your school.

Click the Waive tab.
**Student Waiver – New User - Domestic**

<table>
<thead>
<tr>
<th>Step</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click <strong>Request a Waiver</strong>.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>Select the <strong>New User</strong> tab.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>Click <strong>Enroll</strong>.</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
</tbody>
</table>
Enter your **Student ID** and **Date of Birth**.

Click **Continue**.

---

Enter **Student Information**.

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**Student BlueSM**

Welcome to Student BlueSM

Please note: Enrolling in or waiving Student Blue requires that you first have a registered account. If you already have an account, you may log in to complete the enrollment or waiver request.

- **Login**
- **New Users**

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**Student Information**

- **Unique Student ID**
- **Date of Birth (mm/dd/yyyy)**

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**Waiver Request - Fall 2015**

If you already have insurance, submit your insurance information below to request a waiver.

Your insurance information will need to be verified each semester.

**Student Information**

- **First Name**
- **Middle Initial**
- **Last Name**
Student Waiver – New User - Domestic

Scroll past Student Information.

Enter the Insurance Policy and Health Insurer information.

<table>
<thead>
<tr>
<th>Policy Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number *</td>
</tr>
<tr>
<td>Group/Plan Number</td>
</tr>
<tr>
<td>Policy Holder First Name *</td>
</tr>
<tr>
<td>Policy Holder Middle Initial</td>
</tr>
<tr>
<td>Policy Holder Last Name *</td>
</tr>
<tr>
<td>Relation to Policy Holder *</td>
</tr>
<tr>
<td>Select Relationship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Insurer Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Company *</td>
</tr>
<tr>
<td>Select Company</td>
</tr>
<tr>
<td>Company Address 1</td>
</tr>
<tr>
<td>Company Address 2</td>
</tr>
<tr>
<td>Company City</td>
</tr>
<tr>
<td>Company State</td>
</tr>
<tr>
<td>Select State</td>
</tr>
<tr>
<td>Company Zip Code</td>
</tr>
</tbody>
</table>
### Student Waiver – New User - Domestic

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll past policy and health carrier information.</td>
<td></td>
</tr>
<tr>
<td>Select the <strong>Add Proof Waiver</strong> button. Browse and locate desired document and select open.</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Proof of Waiver is optional for domestic, but required for international.</td>
<td></td>
</tr>
<tr>
<td>Select “Yes” or “No”, if you would like to automatically resubmit waiver for the Spring/Summer semester.</td>
<td></td>
</tr>
<tr>
<td>Select the check box and certify the information provided is accurate.</td>
<td></td>
</tr>
<tr>
<td>Click <strong>Submit</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

---

**Proof of Waiver**

You may upload any documents from your insurance carrier which display your policy’s effective dates of active coverage and any pertinent information.

Examples of proof: Insurance Card, Confirmation Letter, Statement of Coverage, etc.

- **Add Proof of Waiver (optional)**
- **Acceptable file types:** PDF, JPG, PNG
- **Acceptable file sizes:** 10 MB per file

---

**Resubmission Opt-In**

I would like for Student Blue to automatically resubmit my waiver request in the spring semester.

- **Yes**

---

**Waiver Agreements**

- **Certification** - I attest that the above information is accurate and authorize its verification. I realize that if the waiver information is found to be invalid, the waiver request will be denied.
Confirmation page appears.

Waiver requests will result in one of the following responses:

- **Approved**: the waiver is approved. No further action is required. The student receives an e-mail confirmation. Students can also view the confirmation e-mail in the Message Center.
- **Denied**: the waiver request is denied. The student will be contacted by e-mail.
- **Pending**: the waiver is placed in a pending status because more information or research is required. The student will be contacted by e-mail to follow up. Students will receive a waiver request decision e-mail within 5 business days of submission.
Access the Student Blue website at www.bcbsnc.com/student.

On the Student Blue homepage, select your school.

Click the Waive tab.
Click Request a Waiver.

If you have previously, registered on the Student Blue site, enter your User Name and Password.

Click Login.
Enter Student and Account Information.

Scroll past Student Information.

Review the Waiver Requirements and select all that apply.

Note: The international student must meet and attest to each of these requirements by checking each box.
Student Waiver – Already has Login/Password - International

<table>
<thead>
<tr>
<th>Policy Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number *</td>
</tr>
<tr>
<td>Depending on your insurance provider this number may be called Policy Number, Member Number, Account Number, or Subscriber Number.</td>
</tr>
<tr>
<td>Group/Plan Number</td>
</tr>
<tr>
<td>Policy Holder First Name *</td>
</tr>
<tr>
<td>Policy Holder Middle Initial</td>
</tr>
<tr>
<td>Policy Holder Last Name *</td>
</tr>
<tr>
<td>Relation to Policy Holder *</td>
</tr>
<tr>
<td>Select Relationship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Carrier Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Company Name *</td>
</tr>
<tr>
<td>Company Address 1</td>
</tr>
</tbody>
</table>

Scroll past Waiver Requirements.

Enter the Policy and Health Carrier Information.
<table>
<thead>
<tr>
<th>Student Waiver – Already has Login/Password - International</th>
</tr>
</thead>
</table>

**Scroll past policy and health carrier information.**

Select the **Add Proof Waiver** button. Browse and locate desired document and select open.

*Note: Proof of Waiver is optional for domestic, but required for international.*

<table>
<thead>
<tr>
<th><strong>Proof of Waiver</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>You may upload any documents from your insurance carrier which display your policy’s effective dates of active coverage and any pertinent information.</td>
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<td>Examples of proof: Insurance Card, Confirmation Letter, Statement of Coverage, etc.</td>
</tr>
<tr>
<td><img src="image" alt="Add Proof of Waiver (optional)" /></td>
</tr>
<tr>
<td><strong>Acceptable file types</strong>: .PDF, .JPG, .PNG</td>
</tr>
<tr>
<td><strong>Acceptable file sizes</strong>: 10 MB per file</td>
</tr>
</tbody>
</table>

**Select “Yes” or “No”, if you would like to automatically resubmit waiver for the Spring/Summer semester.**

<table>
<thead>
<tr>
<th><strong>Resubmission Opt-In</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like for Student Blue to automatically re-submit my waiver request in the spring semester *</td>
</tr>
<tr>
<td>![Yes]</td>
</tr>
</tbody>
</table>

**Select the check box and certify the information provided is accurate.**

<table>
<thead>
<tr>
<th><strong>Waiver Agreements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification - I attest that the above information is accurate and authorize its verification. I realize that if the waiver information is found to be invalid, the waiver request will be denied. *</td>
</tr>
<tr>
<td>![Submit]</td>
</tr>
</tbody>
</table>

Click **Submit**.
Confirmation page appears.

Waiver requests will result in one of the following responses:

- **Approved**: the waiver is approved. No further action is required. The student receives an e-mail confirmation. Students can also view the confirmation e-mail in the Message Center.

- **Denied**: the waiver request is denied. The student will be contacted by e-mail.

- **Pending**: the waiver is placed in a pending status because more information or research is required. The student will be contacted by e-mail to follow up. Students will receive a waiver request decision e-mail within 5 business days of submission.
Student Waiver – New User – International

Access the Student Blue website at www.bcbsnc.com/student.

On the Student Blue homepage, select your school.

Click the Waive tab.
Click **Request a Waiver**.

Select the **New User** tab.

Click **Enroll**.
Student Waiver – New User – International

Enter Primary and Secondary email address.

Scroll past Student Information.

Review the Waiver Requirements and select all that apply.

Note: The international student must meet and attest to each of these requirements by checking each box.

Email Address *

Confirm Primary Email Address *

Secondary Email Address (e.g. Parent's Email)

Confirm Secondary Email Address
## Student Waiver – New User – International

Scroll past Waiver Requirements.

Enter the Policy and Health Carrier Information.

<table>
<thead>
<tr>
<th>Policy Information</th>
</tr>
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<tbody>
<tr>
<td>Policy Number *</td>
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Scroll past policy and health carrier information.

Select the **Add Proof Waiver** button. Browse and locate desired document and select open.

*Note: Proof of Waiver is optional for domestic, but required for international.*
## Student Waiver – New User – International

Select “Yes” or “No”, if you would like to automatically resubmit waiver for the Spring/Summer semester.

### Resubmission Opt-In

I would like for Student Blue to automatically re-submit my waiver request in the spring semester.

- **Yes**

Select the check box and certify the information provided is accurate.

### Waiver Agreements

I certify - I attest that the above information is accurate and authorize its verification. I realize that if the waiver information is found to be invalid, the waiver request will be denied.

Click **Submit**.

Confirmation page appears.

Waiver requests will result in one of the following responses:

- **Approved**: the waiver is approved. No further action is required. The student receives an e-mail confirmation. Students can also view the confirmation e-mail in the Message Center.

- **Denied**: the waiver request is denied. The student will be contacted by e-mail.

- **Pending**: the waiver is placed in a pending status because more information or research is required. The student will be contacted by e-mail to follow up. Students will receive a waiver request decision e-mail within 5 business days of submission.
Access the Student Blue website at www.bcbsnc.com/student.

The dashboard provides access to all the information and functionality students need to enroll, submit a waiver or check the status of previously submitted transactions.

From the Dashboard the student will also see an Enrollment or Waiver confirmation message.
Access the Student Blue website at www.bcbsnc.com/student.

Click on Message Center from the Dashboard.

All communications from Student Blue will be posted here. Click on the message to view details.

*Note: Students cannot send e-mails through the Student Blue tool.*

Click on **Enrollment and Waivers** from the Dashboard.

All submitted enrollment and waivers are displayed. Click **view details** to see more information.

After you have completed the Enrolment or Waiver process, you can cancel the transaction.

Click the **Dashboard** button.

Click **Cancel Waiver** or **Cancel Enrolment** button.