

## ENTERING YOUR INSURANCE ON OUR WEBSITE

**You are automatically enrolled for RMU UPMC Health Insurance**  
**To opt out, and not be charged, you must enter your insurance information on our website**

**Fall 2022: To avoid being charged for RMU insurance you must enter your health insurance information at our website before July 31, 2022**

**Spring 2023: To avoid being charged for RMU insurance you must enter your health insurance information at our website before December 31, 2022**

### **How to enter your insurance on our website:**

1. [www.rmu.edu/studentinsurance](http://www.rmu.edu/studentinsurance)
2. Scroll to the bottom of the page. There will be a yellow box with **Student Insurance** inside of it. Click on **Student Insurance**.
3. You are now in eServices (Sentry Secured Services) to sign in you must use the **Student's username and password**.
4. Scroll down the page until you see Academic Year 2022-2023 and the word **Update** (or Add) – click on the word **Update** (or Add).
5. This will bring you to the insurance screen.

Make sure that you are in the Academic year 2022-2023. Enter all fields from the insurance card: member #, group # Insurance Plan name, address and phone # also enter the effective date – if there is not one - enter (08012022)

If you are having any trouble, close all windows, go all the way out - back to your desktop- then enter [www.rmu.edu/studentinsurance](http://www.rmu.edu/studentinsurance) into your browser, and follow the above steps.

If a parent or guardian is entering the information for the student, please remember that you **MUST** be using the **STUDENT'S** username and password. Not a guest username and password. You will not be able to gain access to enter the insurance information unless it is the student's username and password.

If insurance information is not entered by the deadline, you will be charged for UPMC Insurance and will receive an insurance card from UPMC for the RMU Student Health Insurance.

**Remember: You are responsible for entering your insurance information on our website each Academic Year before the deadlines.**

*Any questions/problems feel free to call Lynda Girimonti in Student Health Services 412-397-6220*