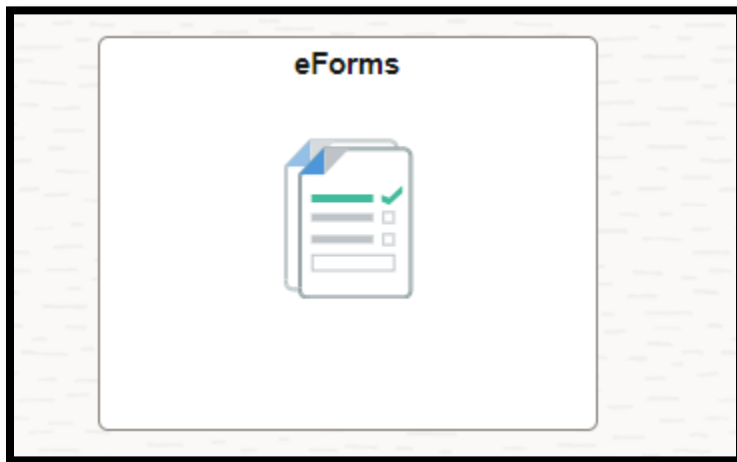




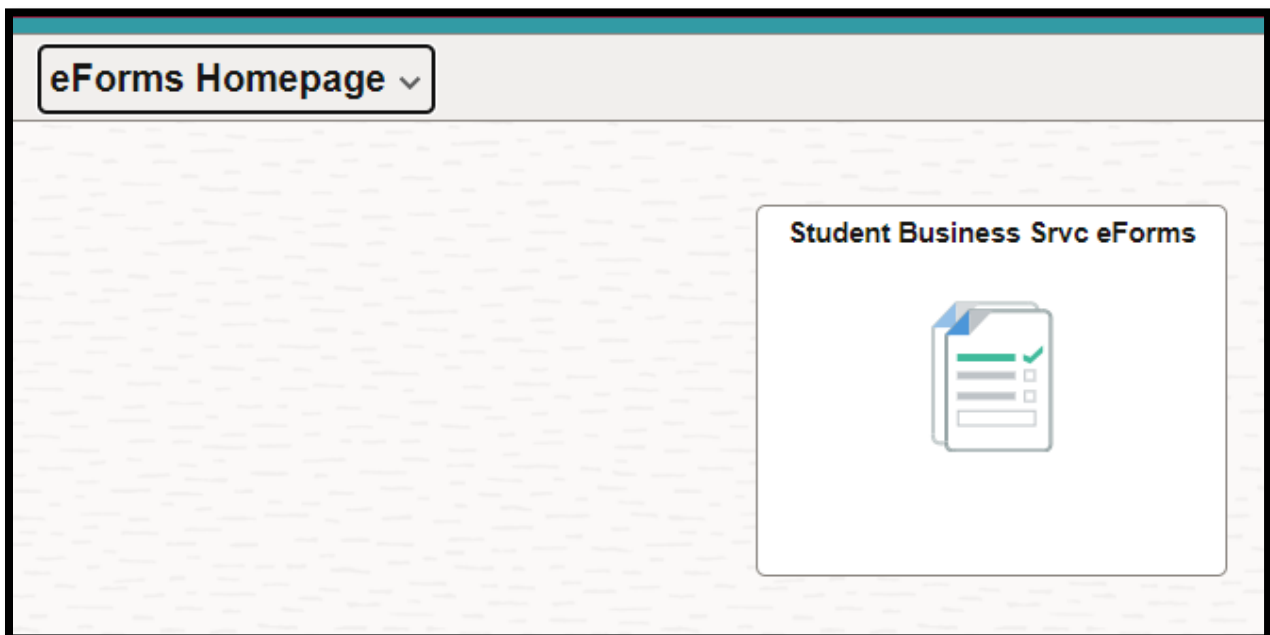
Submit Proof of Health Insurance

This tutorial covers how to submit proof of health insurance, if you are not currently charged.

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".





Student Business Services

Submit Proof of Health Insurance

This tutorial covers how to submit proof of health insurance, if you are not currently charged.

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

Student Business Srvc (SBS)

Landing Page	<p>Student Business Service eForms Please contact Student Business Services if you should have any questions regarding the forms under SBS. Email: ocbusn@chapman.edu Phone: 714-997-6617 www.chapman.edu/sbs</p>
Master Payment Cntr(required)	
Proof of Health Ins. (required)	
Purchase Health Ins. (optional)	
Purchase Health Ctr (optional)	
Substitute W-9S (optional)	
View a Submitted SBS eForm	

5. Enter Insurance Provider information.

**If you do not have a group number, please input your member or medical ID number.*

Insurance Provider

Health insurance is required. Please provide your insurance information.

*Insurance Provider	<input type="text" value="Kaiser"/>	*Group Number	<input type="text"/>
*Ins Start Date	<input type="text" value="01/01/2023"/>		



Submit Proof of Health Insurance

This tutorial covers how to submit proof of health insurance, if you are not currently charged.

6. Upload an image of your insurance card.

File Attachments

Please submit a copy of your health insurance card. Note: insurance card is required if not using campus provided insurance.

Attachment Required	Action	Description ↑↓	Instructions ↑↓
1	Upload	Health Insurance Card	Upload a copy of your insurance card.

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

Form Action Items

Acknowledgement

1 Yes By checking this box, I certify that I meet the requirements of the above and understand I may need to provide proof of health insurance each term.