

How do I create my health insurance card?

Step 1: Go to www.uhcsr.com, click on **Login to My Account**



STUDENT INSURANCE HAPPENS HERE.

It can be confusing. We're here to help!

Let's start with your school's name.



Step 2: Complete your information accordingly. Use your LU Student ID, include the "L" at the front.

First, Verify Your Credentials

A First Name *

Last Name *

Date of Birth (MM/DD/YYYY) *

B Email, Student ID, SR ID * ?

C Email, Student ID, SR ID ?

[BACK TO LOGIN](#) [NEXT](#)

Now let's create an account.

Username *
Required

Password *
Required

Confirm Password *
Required

ELECTRONIC DELIVERY CONSENT:

UnitedHealthcare StudentResources now provides Electronic Delivery. By logging in to your account, you are electing to receive these communications electronically, including Explanation of Benefits, Claim Letters, Coverage Letters, and other important information.

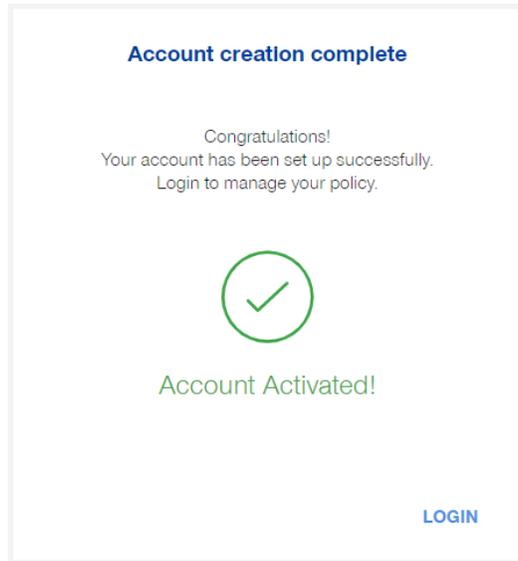
We will communicate electronically with you by email or through this website when applicable. When we post communications to your account, you will be notified by email. If you choose not to go Green, you can choose to receive paper communications by mail at any time. Go to My Email Preferences to change your preference, you must have a valid mailing address on file.

[BACK](#) [NEXT](#)

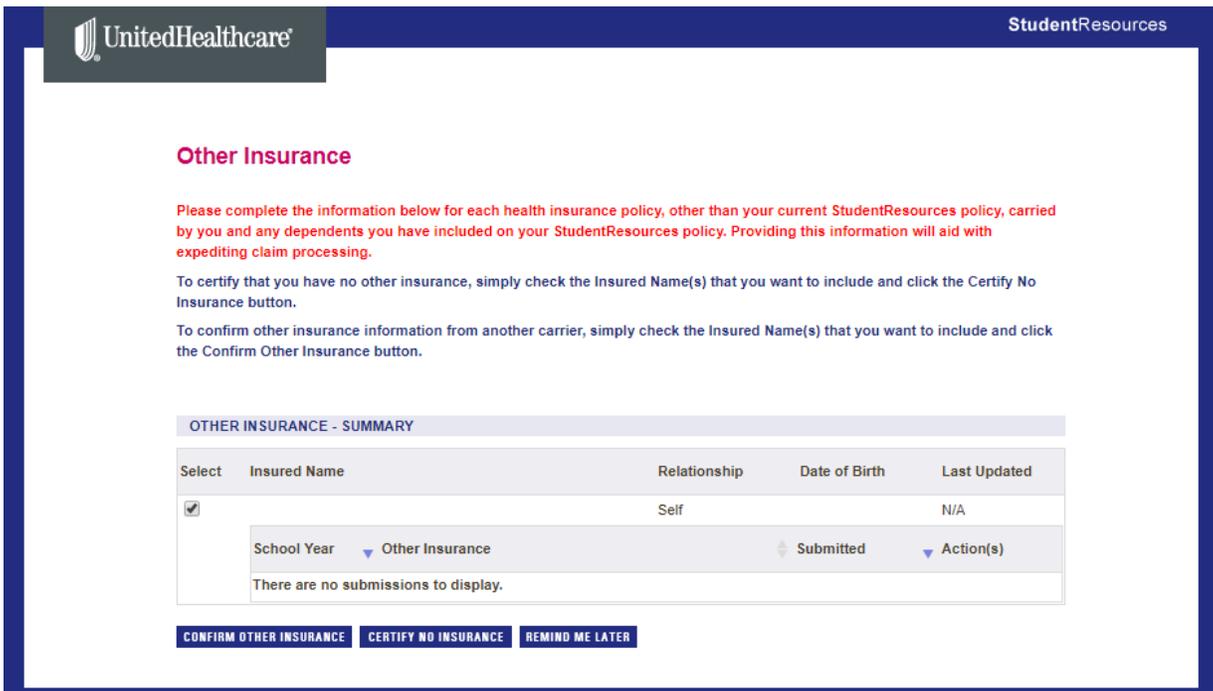
Step 3: Create your **username and password**. We recommend you use your LU username and a password you can remember.

Step 3: You will see the following prompt: Please click on **Login**

After you read any prompts, just click on **Continue**



Step 4: Please click on **Certify No Insurance:** and sign your name as it appears under **Insured Name**. After any prompts, just hit **Continue to My Account**.

A screenshot of the "Other Insurance" section in the StudentResources portal. The header includes the UnitedHealthcare logo and "StudentResources". The section title is "Other Insurance" in pink. Below the title, there is a red instruction: "Please complete the information below for each health insurance policy, other than your current StudentResources policy, carried by you and any dependents you have included on your StudentResources policy. Providing this information will aid with expediting claim processing." Two paragraphs of instructions follow, one for certifying no other insurance and one for confirming other insurance. A table titled "OTHER INSURANCE - SUMMARY" is shown with columns for "Select", "Insured Name", "Relationship", "Date of Birth", and "Last Updated". One row is visible with a checked box, "Self" relationship, and "N/A" last updated. Below the table are buttons for "CONFIRM OTHER INSURANCE", "CERTIFY NO INSURANCE", and "REMIND ME LATER".

CERTIFY NO INSURANCE

This information applies to the insured(s) below.

Insured Name

*I hereby certify that the family members listed above do not have any other type of medical insurance.

Date: 8/18/2017 Signature:*

SUBMIT **CANCEL**

Step 5: Since your account is brand new, you will need to update your information. Click on the blue link that says: **Please update your information.**



Step 6: You are International, so you don't have a SSN, just hit No **SSN/ITIN**, you also want to select **Electronic Delivery** for how you want things sent to you.

A screenshot of a web form titled "Tax Information". At the top is a yellow notification banner with a red exclamation mark icon and the text: "Notifications We do not have your SSN / ITIN and/or your 1095-B Preferred Delivery Method. [Please update your information.](#)". Below this is the "Tax Information" section, which explains that Form 1095-B is used to report information to the IRS and that it is required for minimum essential coverage. It also provides a link to the "UnitedHealthcare Form 1095-B Electronic Delivery Consent Notice". The form is divided into two steps. "STEP 1. PROVIDE YOUR SSN / ITIN" includes a text input field for "SSN / ITIN:" and a radio button labeled "No SSN/ITIN" which is circled in red. "STEP 2. SELECT YOUR 1095-B PREFERRED DELIVERY METHOD" asks the user to select how they want to receive their 1095-B tax form. There are two radio buttons: "Electronic Delivery" (circled in red) and "Paper Delivery". The "Electronic Delivery" option states that the user will get an email notification instead of a paper copy. The "Paper Delivery" option states that the user will get the form mailed to them instead of receiving an electronic notification. At the bottom of the form is a grey "SUBMIT" button.

Step 7: You will need to update your address, so please click on **My Personal Information**

Tax Information Confirmation

As of 8/18/2017 at 5:12 PM all future 1095-B Forms will be delivered to the address listed below.

Address: [1971 University Blvd Liberty University](#)
[Lynchburg, VA 24515](#)

Please go to [My Personal Information](#) if you need to update your address.

Thank you for choosing UnitedHealthcare StudentResources.

Note: If you live **OFF CAMPUS**, just update your information accordingly and go to Step 9. If you live **ON CAMPUS** go to Step 8.

Step 8: If you are an **ON CAMPUS** student, you will need to pull up your **ASIST** account, if you don't know your **MSC BOX**. You need to update your address including your **MSC BOX**.

Go to mylu.liberty.edu

 My Access
 ASIST

Student

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades, transcripts, apply to graduate, or check your degree c

Student Account

View your account summary and tax information or make a web payment

Housing

View and change housing options.

Financial Check-In

All Students must complete Financial Check-In. This is the means of confirming

Student Health Form

View and complete your Student Health Form requirements.

Applicant Status

Displays applicants admission status, check list, & financial aid.

RELEASE: 8.8

Housing Options



Please Note: *New/Transfer* students will have an initial step within [Financial Check-in](#)). Once an initial assignr

Office of Student Housing

Official Homepage

Update or View Housing Assignment

Make changes to your Fall housing settings.

Take a Closer Look!

Information on Housing options at Liberty University

Off Campus Application

Apply to live Off-Campus (must meet off campus requirements)

RELEASE: 8.8

You will need to look for **ASIST**> **Student**> **Housing**> **Update or View Housing Assignment** and please select the correct term. Hit **Continue** after any prompts.



On-Campus Housing (Fall 2017)

In Progress– This term is still in progress

Continue



Identify your MSC Box Number and put it in the appropriate field on uhcsr.com

Student Mailing Address

Liberty University
1971 University Blvd
MSC Box
Lynchburg, VA 24515

Step 9: Make sure you complete all the information below. Mark your **My Mailing Address is the same as my Permanent Address**. Update your **Phone #** too. Put in your correct **MSC BOX** if any, and hit CONTINUE

My Personal Information

You may update your SSN / ITIN, expected Graduation Date, Home Phone, and Mailing Address below.

IMPORTANT: Please also inform your school if any of your personal information changes (e.g., new address).

To change the name on your account, please forward your request including official name change documentation, such as a marriage or divorce certificate or other official court document to:

UnitedHealthcare StudentResources
P.O. Box 809026
Dallas, TX 75380-9026

To change your Permanent Address, Date of Birth or Gender, please contact Customer Service at 1-800-767-0700 (7:00 AM – 7:00 PM, CST, Monday through Friday).

*Required Fields

INSURED INFORMATION

Last Name: <input style="width: 100%;" type="text"/>	First Name: <input style="width: 100%;" type="text"/>	Middle Initial: <input style="width: 100%;" type="text"/>	Gender: <input style="width: 100%;" type="text"/>	Date Of Birth: <input style="width: 100%;" type="text"/>
Permanent Address: Not Specified	School Assigned ID: <input style="width: 100%;" type="text"/>		Username: <input style="width: 100%;" type="text"/>	

Expected Graduation Date: <input style="width: 100%;" type="text"/> <small>(eg. mm/yyyy)</small>	SSN / ITIN: <input style="width: 100%;" type="text"/> <input checked="" type="checkbox"/> No SSN/ITIN <small>Why provide this?</small>	Phone Number:* <input style="width: 100%;" type="text"/> <small>(eg. xxx-xxx-xxxx or xxxxxxxxxxxx)</small>
---	--	---

US Mailing Address:*

My Mailing Address is the same as my Permanent Address.

1971 University Blvd
Liberty University
MSC BOX HERE

(Mailing Address cannot exceed 60 characters)

City:* <input style="width: 100%;" type="text" value="Lynchburg"/>	State:* <input style="width: 100%;" type="text" value="VA"/>
Zip Code:* <input style="width: 100%;" type="text" value="24515"/>	

Click on **Return to My Account**. You are now ready to print your ID Card. Click on the blue button.



Step 10: You may now request your **Permanent ID Card** by following the instructions or you can just print it. Click on **View or Print ID Card**

ID Card Information

Please use the links below to **View/Print** a copy of your ID Card, or to request a card to be mailed out to you.

[Request Permanent ID Card](#)

[View or Print ID Card](#)

You may also access your ID Card on your smartphone by downloading our new Mobile App from your App Store.

**Tools and information available via your smartphone may vary based on your benefit plan.*



This will take you to the next screen. Click on **View/Print**

View or Print ID Card

Select the **View/Print** link next to the coverage record you wish to view and print the ID card for.

If your dependents are not listed below, please call Customer Service at 1-800-767-0700 (7:00 AM – 7:00 PM, CST, Monday through Friday).

Policy Number	Product Name	Academic Year Coverage Periods	View/Print
Notified Date	Request Date	Request Type	Email Address

We understand that information about you and your health is personal and we are committed to protecting that information. Please click on the link below to view our privacy policies.

[Privacy Notice](#)

Keep your card with you, at all times. Both sides are important.

Attached is your new UnitedHealthcare ID card. The ID card contains important phone numbers and claim filing instructions.

