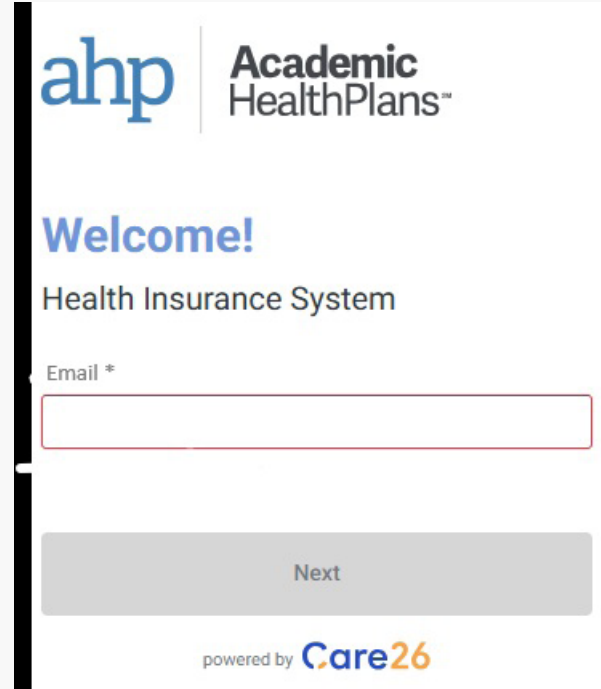


Care26 - Visiting Scholars Guide

This guide will teach Michigan State University Visiting Scholars how to navigate Care26 in order to enroll online.

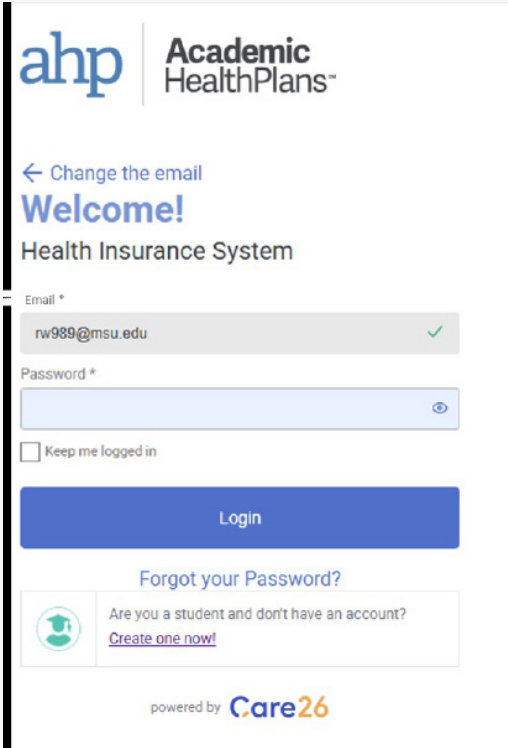
How to Sign In

1 Navigate to students.care26.com/login and enter your email address. If you have an @msu.edu email account, please use that email address here. If not, please enter your personal email address.



The screenshot shows the login page for Academic HealthPlans. At the top left is the 'ahp' logo, and to its right is the text 'Academic HealthPlans™'. Below this, the word 'Welcome!' is displayed in blue, followed by 'Health Insurance System'. There is a label 'Email *' above a red-outlined input field. Below the input field is a grey button labeled 'Next'. At the bottom, it says 'powered by Care26'.

2 Login or create a new account if you do not already have one.



The screenshot shows the login page for Academic HealthPlans. At the top left is the 'ahp' logo, and to its right is the text 'Academic HealthPlans™'. Below this, there is a link '← Change the email' and the word 'Welcome!' in blue, followed by 'Health Insurance System'. There is a label 'Email *' above a grey input field containing the text 'nw989@msu.edu' with a green checkmark to its right. Below this is a label 'Password *' above a blue input field with an eye icon to its right. Below the password field is a checkbox labeled 'Keep me logged in'. Below these fields is a blue button labeled 'Login'. Below the button is a link 'Forgot your Password?'. At the bottom left is a green circular icon with a graduation cap. To its right is the text 'Are you a student and don't have an account?' followed by a link 'Create one now!'. At the bottom, it says 'powered by Care26'.

How to Enroll

- 3 Fill out the information fields and create your account. When selecting "Student Category": if you will stay here two or more semesters and would like the option to pay on a monthly basis, choose "Coverage Periods". If you have a short program or one that starts/ends in the middle of the semester, "Daily" is the most flexible option. Please note: you will need to provide your MSU-issued ID or TEMPID from OISS (TEMPXXXXXX).

Sign Up

1

Student Information

Email *

rw989@msu.edu

This is your primary email account

School *

Michigan State University

Student Category *

Not sure?

Select a Category ▼

Student ID *

9 Digits

2

Personal Information

First Name *

Middle Name

Gender *

Marital Status

Last name *

Date of birth *

MM/DD/YYYY

Social Security Number (SSN) *

9 digits number

☐ I do not have a Social Security Number

3

Contact Information

Personal Email

Primary Phone

Address Line 1 *

Parent Email

Secondary Phone

Address Line 2

Send notifications to alternate emails ☒

Allow Text Messages ☐

Your alternate emails include the Personal and Parent email

By selecting this option, you agree to receive SMS text messages to the primary phone. The number must be a cell phone and you must be the owner. You may opt-out at any time. Carrier rates may apply.

☐ Include secondary phone

City *

State *

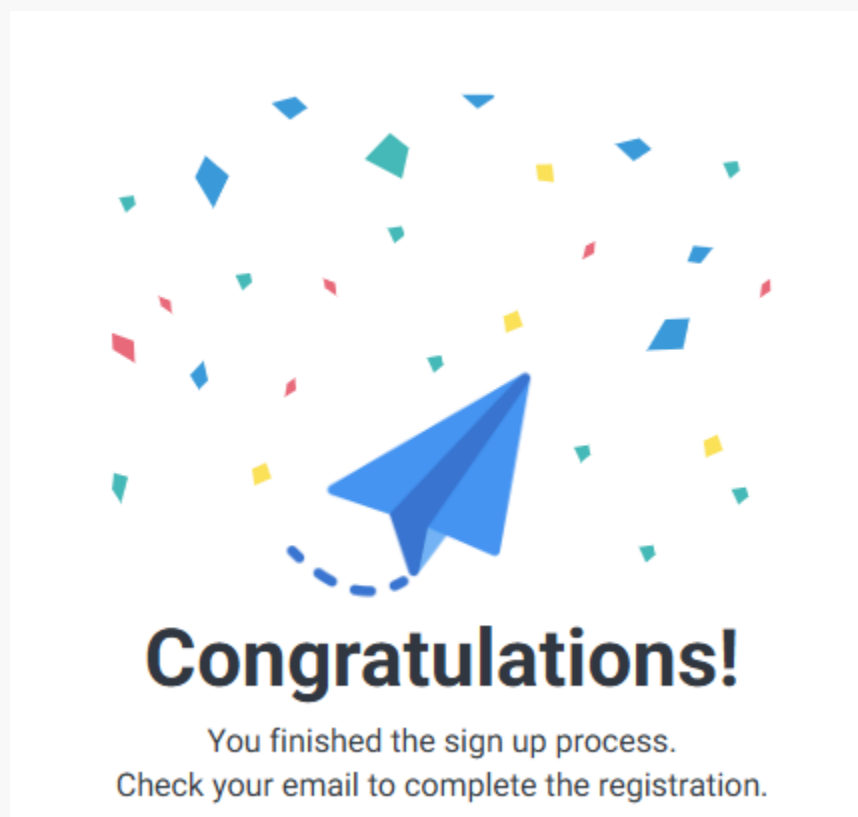
Zip code *

How to Enroll

4

Once you agree to the terms and select the "Create Account" button, you will receive an email to complete your Care26 registration. Navigate to this email in order to set up a new password and log in.

Please note: creating a Care26 account does NOT automatically enroll you in coverage. You will be able to submit your enrollment request once you have completed registration and logged in.



How to Enroll

5 Create and confirm your new password. From there, continue to log in to Care26.

ahp | Academic HealthPlans™
Student
Set your password

Password * Hide

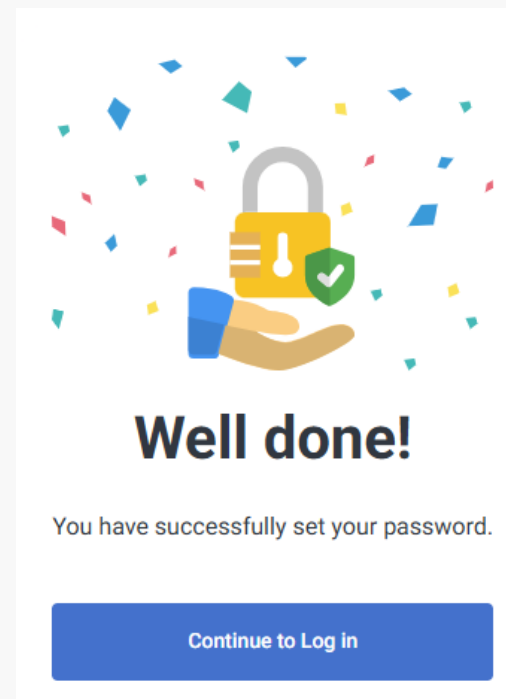
Please enter your password

- At least 8 characters
- At least **one** character from **three** of the following categories:
 - Lowercase letter (a-z)
 - Uppercase letter (A-Z)
 - Digit (0-9)
 - Special character (~!@#\$%^&*()+=_-{}| \ : ; ' ? / < > , .)

Retype Password * Hide

Please enter your password again

Confirm New Password



6 Click "I want to Enroll"

Dashboard

Welcome, Becca M Test.

⌚ Times and dates are using your school's time zone EST (UTC-05:00)

Let's get some coverage!
Please select the option that best applies to you.

I want to Enroll
I need a plan for myself and/or others
Open Enrollment Period
10/01/2024 12:00 AM - 04/15/2025 11:59 PM

Current coverage
You currently have no active coverage.

Pending coverage
We currently have no pending or ongoing coverage operations.

We have you classified as a **Michigan State University student**. This student category applies to Visiting Scholars Self Enroll (Daily). If you feel this is incorrect, let us know.

How to Enroll

- 7 Read the below information carefully and verify before proceeding. If you believe it is incorrect, click "let us know" before continuing to enroll.

MSU Enrollment

Please read carefully

Please verify the following information before proceeding. If you feel this is incorrect, let us know.

School

Michigan State University

Student Category

Visiting Scholars Self Enroll (Daily)


☒ I have read and agree to the [Terms & Conditions](#).

- 8 Select your plan and who it's for. Care26 will select your primary coverage by default. You may request coverage for dependents as well.


Dashboard > Enrollment > Plan Configuration

Who is it for?

Select any dependents you would like to add to this plan. Your primary coverage is selected by default.



New dependent
Spouse or Child



Ahp Test
Yourself

Dates of Coverage

Indicate the start and end dates for you coverage and upload any necessary supporting documentation.

Period dates *

MM/DD/YYYY to MM/DD/YYYY


Coverage begins at 12:00 a.m. EST and ends at 11:59 p.m. EST

Number of days

0

Auto calculated from period dates

Supporting documentation



DRAG AND DROP YOUR FILE
Max. file size 100 MB

Browse file

Requirement: Most Recent Appointment Letter / 194 / Visa

[Cancel Enrollment](#) [Add to Cart](#) [Confirm](#)

How to Enroll

- 9 Enter the start and end dates for your coverage, and upload your offer or invitation letter as supporting documentation.

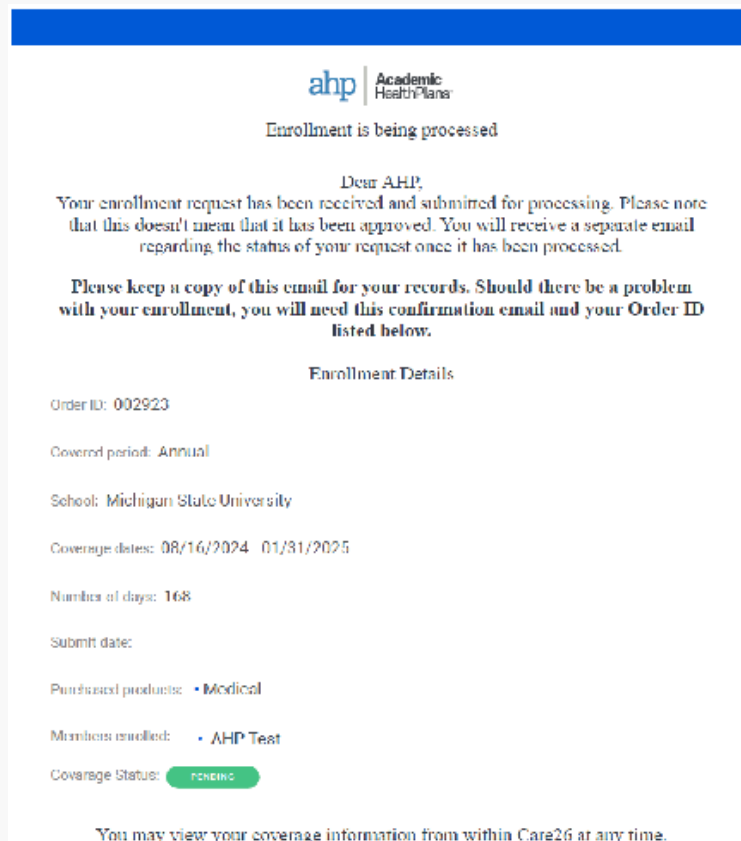
The screenshot shows the 'Who is it for?' section with two options: 'New dependent' (Spouse or Child) and 'Ahp Test' (Yourself). Below this is the 'Dates of Coverage' section, which includes a 'Period dates' field with a date range from MM/DD/YYYY to MM/DD/YYYY, a 'Number of days' field, and a 'Supporting documentation' section with a 'DRAG AND DROP YOUR FILE' area and a 'Browse file' button. At the bottom, there are buttons for 'Cancel enrollment', 'Add to Cart', and 'Confirm'.

- 10 Select "Confirm" to submit your enrollment request. This does NOT mean your enrollment has been approved.

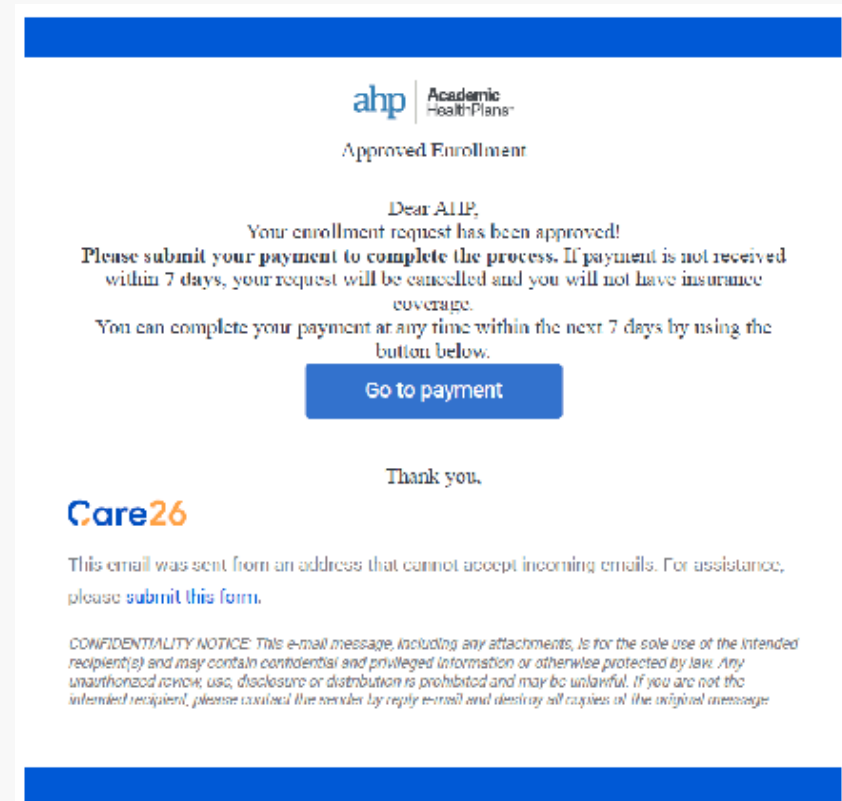
The screenshot shows a confirmation screen with a large blue paper airplane icon and the text 'Submitted!'. Below this, it states: 'Your enrollment has been submitted successfully and will need to be reviewed for approval. Once approved, you will need to complete the payment process in order to finalize your enrollment.' At the bottom, there is a button labeled 'Go to the Dashboard'.

How to Enroll

11 Academic HealthPlans will review your enrollment request after it has been submitted.

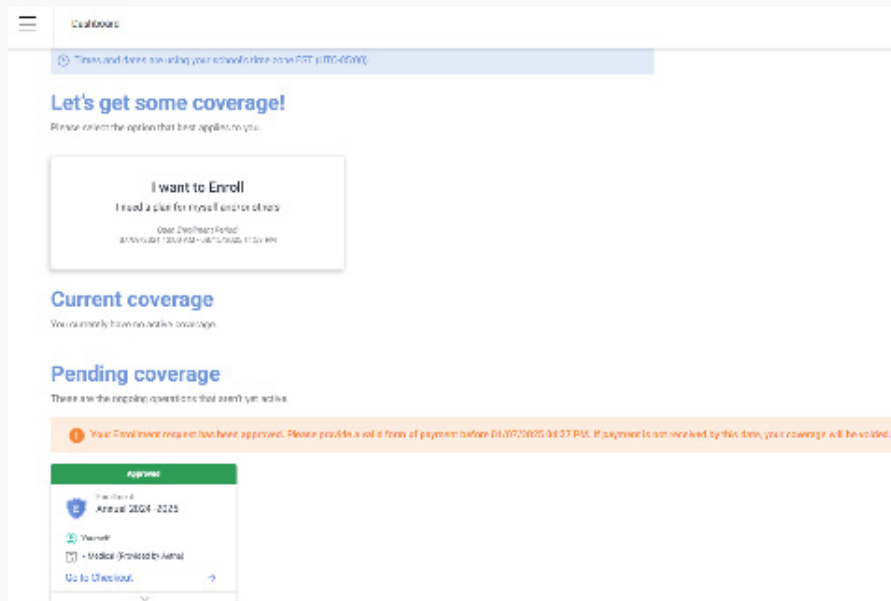


12 If your enrollment is approved, you will receive an email. After you receive this email, log in to Care26 to complete your payment within seven (7) days.

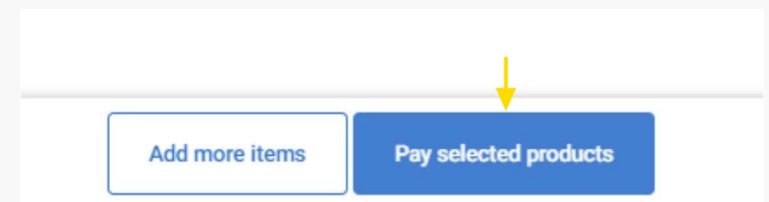
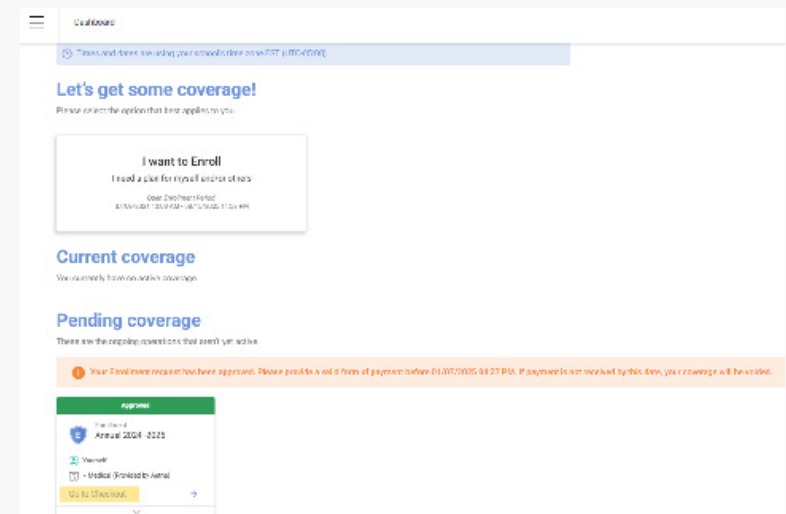


How to Checkout

13 Login to your account, view your pending coverage and click "Go to Checkout"



14 Select the plans you want to confirm and the payment method. Click "Pay selected products".



Follow the prompts based on your payment method. Once you've completed these steps, your elected coverage will be active and sent to the carriers on the next file.

How to Add Dependents

- 1 To add a dependent to your coverage, select your plan and then select "New dependent".


Select your plan


Pick the coverage that's right for you!

Annual Medical
Primary
Coverage starts: August 16, 2025
Coverage ends: August 15, 2026
Requires Approval
Premium Cost Breakout
\$9.00/day
Price per member

Who is it for?

Select any dependents you would like to add to this plan. Your primary coverage is selected by default.


New dependent
Spouse or Child


Becca M Test
Yourself

- 2 Fill out the below information fields for your New Dependent and click "Next". Select a dependent type.

Add New Dependent

Type *

Select a dependent type ▼

First Name *

Middle Name

Last Name *

Gender *

Select a gender ▼

Date of birth *

MM/DD/YYYY

Social Security Number (SSN)

Cancel Next

Type *

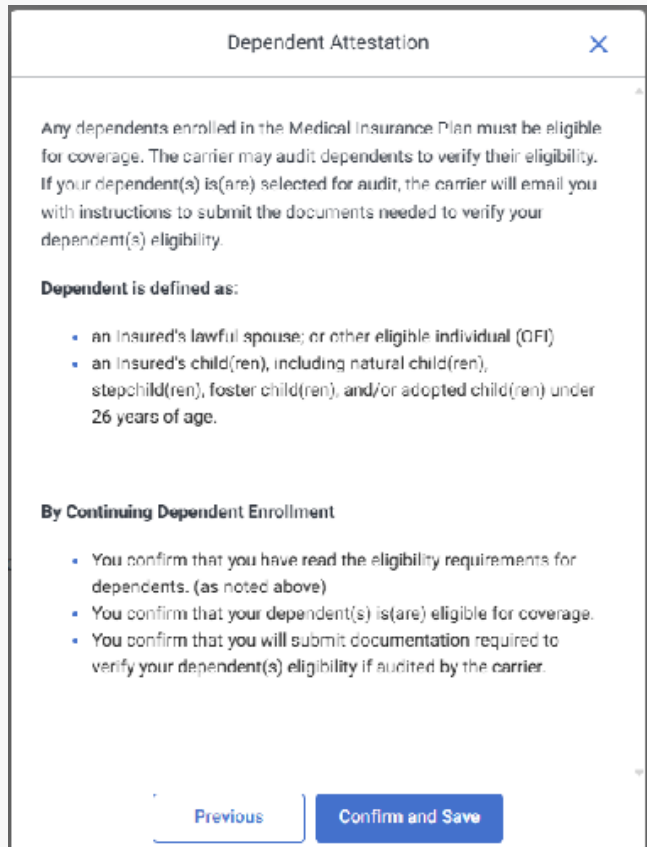
Select a dependent type ▲

Spouse

Child

How to Add Dependents

- 3 Read and complete the Dependent Attestation and ensure your Dependent meets the listed criteria.



The screenshot shows a 'Dependent Attestation' form with a close button (X) in the top right corner. The form contains the following text:

Any dependents enrolled in the Medical Insurance Plan must be eligible for coverage. The carrier may audit dependents to verify their eligibility. If your dependent(s) is(are) selected for audit, the carrier will email you with instructions to submit the documents needed to verify your dependent(s) eligibility.

Dependent is defined as:

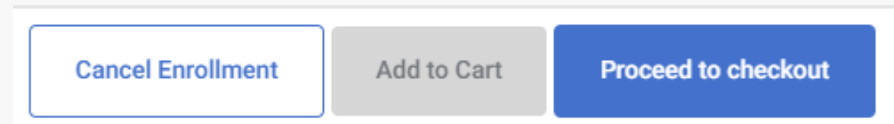
- an insured's lawful spouse; or other eligible individual (OEI)
- an insured's child(ren), including natural child(ren), stepchild(ren), foster child(ren), and/or adopted child(ren) under 26 years of age.

By Continuing Dependent Enrollment

- You confirm that you have read the eligibility requirements for dependents. (as noted above)
- You confirm that your dependent(s) is(are) eligible for coverage.
- You confirm that you will submit documentation required to verify your dependent(s) eligibility if audited by the carrier.

At the bottom of the form, there are two buttons: 'Previous' and 'Confirm and Save'.

- 4 Add to cart and repeat the process if you would like to enroll another Dependent. Otherwise, select "Proceed to checkout".



The screenshot shows a horizontal bar with three buttons: 'Cancel Enrollment' (outlined in blue), 'Add to Cart' (gray), and 'Proceed to checkout' (blue).

You have now added a Dependent to your coverage!