When accessing your Health Insurance form on your mobile device, you’ll need to log into [Self Service using your Allegheny login and password](#). Then you’ll click on the upper left icon that looks like a little person. This will bring you to the Agreements.

Find the College-Sponsored Insurance and click “View.” This will take you to a screen where you can accept or decline the Insurance Coverage. If you decline, you will need to provide a copy of your own health insurance card. You can upload a photo of your card as follows: In the upper left, choose the 3 lines menu. Choose Documents.
Once you are in the Documents screen, you can choose the “Manage” button, you will see an Attachments screen where you can choose a file. You can either use your phone’s camera or upload an existing file*. Once you choose the image, choose upload. You will be able to upload the front, and there will be an additional file upload available for the back of your card. If you have any trouble, email orientation@allegheny.edu, and we will do our best to help you.

*Your mobile device choices may differ from these options.
When accessing your Health Insurance form, you’ll need to log into Self Service using your Allegheny login and password. Then you’ll click on the left icon that looks like a little person in a circle. This will get you into the “User Options” Menu. When you click the drop down, you will see several options. When you click on “Agreements” you will see the “College Sponsored Insurance Coverage” and you can click on that to accept or decline the college sponsored Health insurance. You will also need to upload a copy of the front and back of your current insurance card if you decline the college sponsored Insurance coverage.

Click on view and then you can Accept or Decline the College Sponsored Health Insurance.
When you click on the “Manage” button, a dialog box will open where you can upload the front and back of your insurance card. **MAKE SURE you upload BOTH sides before you click on lose.** You will not be able to re-upload. If you do close the dialog box by mistake, please contact orientation@allegheny.edu, and we will reset the form for you.

You will then see your attachments as above.