How to Enter Your Insurance Information on the Patient Portal

1. Log into the Patient Portal at myosh.unt.edu using your EUID and password
2. Click the Insurance link
3. Click the Add New button
4. You will be shown a screen asking for your insurance information. All the information should be on your insurance card for you to copy.

5. Use the drop down menu to select the appropriate Insurance Company, then complete the information fields.
6. The final question, Name of Primary Insured, is the person who has the insurance plan. This could be you or, if you are under someone else’s plan, could be a parent or spouse, etc. Using the drop down menu, select New and enter the Primary Insured’s information.
When selecting Relationship, please note that you are specifying the Primary Insured’s relationship to you, e.g., if the Primary Insured is your parent, the Relationship would be Parent.

7. Click Add when you have entered all your insurance information.
8. The Insurance tab on the Patient Portal will now list the information you have submitted. The last thing you must do is upload pictures of the front and back of your insurance card. Please note that you can only upload one image at a time.

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Currently, the Student Health & Wellness Center (SHWC) only files to the University-sponsored student health insurance. If you have any other insurance plan, we can provide you with a detailed statement at checkout that you may use to file an out-of-network claim.

Beginning in Fall 2019, we will be able to file to various other commercial insurance plans, so stay tuned! Until then, please add your insurance information to be kept on file for possible future use. Be sure to include the name of the primary individual who is insured (who's plan is it?), the primary's date of birth, and the plan ID and group numbers.

If you have questions, please email us at SHWCitizens@unt.edu.
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![Image](image1.png)

9. Select either Front or Back, select your image, and click Upload. Repeat for the other side of the card.

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![Image](image2.png)
10. You are finished entering your insurance information when you can see all your insurance information and the links to view the front and back of your insurance card.