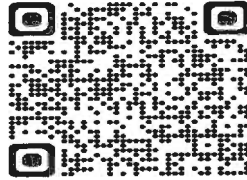




Please make sure you sign up for **MyHealthSpace** for access to a variety of medical services located at the Student Health and Well Being Center (beside the Russell House).

(https://myhealthspace.ushs.sc.edu/login_dualauthentication.aspx):



Remember to upload your current insurance plan card (s) for both **health and pharmacy** to **MyHealthSpace**. Please see the following instructions:

Directions for Uploading Insurance Card Information to MyHealthSpace.

1. Log into MyHealthSpace.com
2. Select "Insurance Details" in the drop-down menu
3. Click the "Add Insurance Plan" button
4. Enter Insurance Information:
 - i. Front and back image of insurance card
 - i. Upload image or take photo of card
 - ii. Click "Looks Good" button to add image
 - ii. Rank insurance as primary, secondary, etc

INSURANCE

- iii. Enter Insurance Carrier Name
- iv. Enter Policy Number/Member ID/Benefits Number
- v. Enter Group Number (if applicable)

SUBSCRIBER

- vi. Select Relationship to Subscriber (who are you to the subscriber, ex: select "child" if your parent pays for the insurance)
 - vii. Enter Subscriber first and last name
 - viii. Enter Subscriber mailing address
 - ix. Enter Subscriber DOB (date of birth)
 - x. Select Subscriber sex
5. Click "Save" button

Alternatively, you can select No Insurance/Self Pay and it will automatically add to your plan. However, you are still given the option to update your account if a plan has been selected later.

NOTE: Selecting "No Insurance/Self Pay" does not mean that you will be charged for your office visit.