

## HEALTH INSURANCE WAIVER INSTRUCTIONS

1. MSU-Billings homepage, [www.msubillings.edu](http://www.msubillings.edu), click on student log in
2. Click on – Enter Secure Area
3. Enter student ID # (include the dash before the number) and PIN number
4. Click on - Student Information
5. Click on – Registration
6. Click on – Add/Drop classes
7. Click on – Term
8. Click on – Elect or Waive (whichever you want)
9. Click on – Elect or Waive again
10. The next screen will tell you that you have successfully waived or elected the insurance.  
Click on Complete and you will come to the screen where you would register for classes.

**You must waive the Student Health Insurance before the fifteenth (15th) day of classes for both fall and spring semesters.** If you wish to waive the insurance after this date, you will be required to show proof of other insurance. This may be done at the Student Health Services office on the second floor of Petro Hall.