

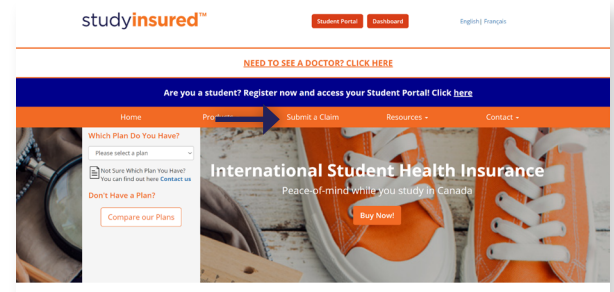
How to Submit a Claim on the Student Insurance Website

QUICK REFERENCE GUIDE

Use this method if you are submitting a claim manually on behalf of a student.

1

Click on the 'Submit A Claim' link at the top of your student insurance website.



2

On this page, scroll down to the "Claimant Information" section and put in the information that is asked for.

 A screenshot of the 'CLAIMANT INFORMATION' section. It contains four input fields: 'Policy Number eg: MCP999123456', 'Email', 'First Name', and 'Last Name'.

Now, in the next section, you will need to upload a filled-in claim form.

3

You would have already received a claim form in your student insurance package but if it is not available, you can click on the 'Click here for a blank claim form' option to download a blank form.

 A screenshot of the 'CLAIM FORM' section. It includes a link: 'Click here for a blank claim form or for more detailed instructions.' Below this is a file upload area with a 'Choose File' button and the text 'No file chosen'.

4

Please ensure you fill in your Claim Form correctly and properly, providing as much information regarding your claim as possible.

 A screenshot of the 'In-Canada Claim Form' document. The form is titled 'PLEASE PRINT' and includes sections for: 'SECTION A: CLAIMANT / INSURED' (with fields for Insured Person's details), 'SECTION B: AUTHORIZATION TO PAY' (with checkboxes for Insured, Parent/Guardian, Hospital/Clinic, and Physician), and 'SECTION C: OTHER INSURANCE COVERAGE' (with checkboxes for provincial/government coverage and other medical/travel insurance).

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5

Upload your filled-in claim form by clicking the Choose File link.

CLAIM FORM

[Click here](#) for a blank claim form or for more detailed instructions.

Choose File No file chosen

6

In the next section, upload all relevant supporting documents (medical notes, emergency/hospital reports, referrals, receipts, etc.) related to your claim by clicking on the 'Choose Files' option.

7

Once you are done uploading all your documents, click on the 'Submit Claim' option at the bottom.

FILES TO UPLOAD

SUBMIT CLAIM

And that's it! Congratulations!

You have successfully submitted a form through the student insurance website. Please ensure you keep checking your email regularly to confirm if more information is needed to process your claim.

CALL 1.866.883.9485 or 416.640.7862
with any questions or to check the status of your claim.



CALL US FOR ASSISTANCE

TOLL-FREE **1.866.883.9787**
WORLDWIDE **+1 416.640.7865**

StudyInsuredTM Assistance is available 24/7 to help with:

- Locating the nearest medical facility
- Coordinating billing
- Questions about coverage
- Submitting a claim
- Arranging emergency transportation

Notify StudyInsuredTM Assistance within 48 hours if you:

- Need to be hospitalized for any reason
- Require surgery of any kind (including dental)
- Need an MRI or CT scan
- Need air transportation
- Need medical attention outside Canada

The above is for informational purposes only and is not legally binding. For a full description of coverage, please read your policy wording.