Enrolling your Dependents into NU-SHIP Coverage

1. Start at Aetna Student Health’s landing page for Northwestern students (applies to Garrett-Evangelical Seminary students too). Click on the “Enroll” link midway down the page.

2. On the Application form, enter your 7-digit student ID number (Garrett students, enter your 6-digit ID number, preceded by “0”), and your date of birth (make sure your date of birth uses the following format: MM/DD/YYYY), and then click the “Get Started” button.
3. Identify the appropriate enrollment option, and click “Add Dependent.” (Please note: you will be able to access this link only during open enrollment.)

For example, after a student has confirmed online in CAESAR their enrollment in the annual plan, they would select 17/18 Dependent Enrollment to add dependents to their coverage. (A)

Because some programs begin prior to Sept. 1, incoming Medical School students (and participants in the International Summer Institute program) would select the Early Start Dependent Enrollment option with an 8/1/17 start date (B); and Incoming Law School students, as well as KWEST participants, would select the Early Start Dependent Enrollment option with an 8/15/17 start date (C).

Because your dependents are enrolled under your policy, you must select the option that corresponds to your NU-SHIP enrollment coverage.

4. For plan benefits information, as well as information about payment installment options for dependent premium charges, click on the “View Plan Details” link. (Scroll down for installment options.)
5. Once you have clicked on “Add Dependent(s)”, you will see a dependent enrollment selection moved to your Cart. Click “Continue.”

6. Before completing your application, you will be asked if you want to add additional benefits to your coverage, such as the Vital Savings on Dental supplemental benefit. For information about this option, click on “View Program Details.” If you do not need to add supplemental plan benefits, click Continue.
7. Enter personal information for the Northwestern student currently enrolled in NU-SHIP coverage, and then click Continue.

8. Once you have entered student data, enter requested information for the dependent you wish to enroll. Click “Save” to capture dependent info, and then click “Continue.”
9. If you have additional dependents to enroll, click on “Add Another Dependent” and repeat the process.

10. Select the appropriate start term from the Plan Term drop-down menu, and then check the box indicating that you agree to the terms and conditions of the plan enrollment. Then click Continue.
11. Enter your payment information. You will have the option to pay by credit card or by electronic check (deducted from your checking account). After you have selected your payment option and filled in the form, click Continue.

12. Once your payment information is confirmed in Aetna's system, the Enrollment Application Summary page will load. Please review this summary page, ensuring that: (1) your student contact information is accurate; (2) all dependents you wish to enroll are listed, with appropriate quarterly start term; and (3) your payment and billing information are correct. When you are finished, click Submit.