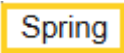
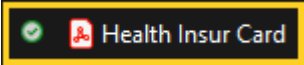
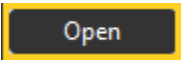


Bursar - Optional Fees

Step	Action
1.	Click the My Forms tile.
2.	Click the Bursar - Optional Fees button.  Bursar - Optional Fees
3.	Reporting Period Click the button to the right of the Semester field. 
4.	Click the Spring list item. 
5.	Click the Down button of the scrollbar. <i>NOTE: This step serves as an example for scrolling up and down the menu. Users may also scroll left/right using the scroll buttons at the bottom of the page. No other scrolling steps will be included in this topic.</i> 
6.	Insurance Fee Guide If a student does <u>not</u> have health insurance coverage elsewhere, s/he <u>must enroll</u> in the LSUHSC Health Insurance Plan . The plan <u>includes</u> Needle Stick coverage. <i>NOTE: Please read sections highlighted for additional information on enrolling in the LSUSHC Health Insurance, and what is required if any changes in coverage occurs.</i>

Job Aid

Step	Action
7.	Insurance Fee Guide If a student <i>has private health insurance</i>, the student <u>must</u> select the Needle Stick Fee. The student <u>must</u> provide <i>proof</i> of his/her <i>private health insurance</i>, so this also serves as a <i>waiver</i> for the LSUHSC Health Insurance. The Needle Stick Fee is a <i>premium</i> for Needle Stick Insurance coverage to <i>protect</i> students from <i>exposure</i> to <i>blood borne pathogens</i>. NOTE: Please read sections highlighted for additional information on waiving LSUHSC Health Insurance, and what is required if any changes in coverage occurs. Click the Needle Stick Fee (LSUHSC Health Insurance Waiver) option. 
8.	Two additional fields display once the Needle Stick Fee option is <i>selected</i>. Students <u>must</u> <i>provide</i> the desired information. Enter the desired information into the *Name of Insurance Company field. Enter a valid value e.g. "USAA".
9.	Enter the desired information into the *Phone Number of Customer Service field. Enter a valid value e.g. "8005558722". NOTE: Only enter numbers into the Phone Number field.
10.	Parking Fee Guide Students wishing to <i>park on campus</i> <u>must</u> <i>purchase</i> a <i>parking permit</i> and <i>gate card</i>. Students <u>must</u> <i>register</i> their <i>vehicle</i> with Parking Services and <i>select</i> the <i>Payment option</i> of "Bursar Student Fees". <i>Residents of Perdido Place</i> may <i>select</i> <i>student housing parking permit</i>. The <i>Residences at LSU Health</i> <u>must</u> <i>select</i> <i>commuter parking permit</i>. Review the highlighted areas for additional information and RATES. NOTE: Students attending LSU Health courses in Baton Rouge, Alexandria and Shreveport must secure parking from those campus's Parking Services. Do not complete the Parking section of this form. NOTE: Students will not pay for Parking Services when registering for a vehicle if the Payment Method of "Bursar Student Fees" is selected on this form.

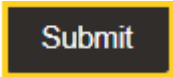
Step	Action
11.	In this example, the student will purchase a <i>Parking Permit</i> for <i>Student Housing</i>. Click the Parking Permit option. NOTE: If a student is <u>not</u> registering for a vehicle to park in an LSUHSC parking area, do <u>not</u> select <i>Parking Permit</i>. An option in the "Acknowledgements" section at the bottom of the form will be selected stating the student will not be parking a vehicle on campus. 
12.	Once the student <i>selects Parking Permit</i>, 3 additional fields are displayed. A gate card is <u>required</u> if a student will be <i>parking in student housing or commuter parking</i>. Click the Do you need a gate card? option. 
13.	Check the appropriate option for where the vehicle will be parked: <i>Commuter Parking</i> or <i>Residence Hall Parking</i>. Click the Residence Hall Parking Permit option. 
14.	File Attachments The student must <u>attach</u> a copy of his/her <i>private insurance card</i>. Make sure both the <i>front and back</i> of the card are <i>visible and readable</i>. Click the Upload button. 
15.	Click the My Device button.
16.	Select the file you wish to attach. Click the Health Insur Card button. 
17.	The file name displays in the File Name: field. Click the Open button. 

Job Aid

Step	Action
18.	The file is displayed on the File Attachment page. Click the Upload button. 
19.	Click the Done button. 
20.	The <i>file</i> is displayed in the File Name column. If the student has <i>inserted</i> the <i>wrong file</i>, use the Replace button to upload the correct file. The View button <i>allows</i> the student to <i>view</i> the <i>selected file</i>. If the <i>card</i> is saved in <i>multiple files</i>, the student will select the Add button to <i>upload another file</i>.
21.	Acknowledgement Students <u>must</u> agree with <i>all statements</i> included in the Acknowledgement section. If a student does <u>not</u> select Parking Permit, a <i>fifth (5th) Acknowledgement</i> is added stating, "<i>I agree that I do not need Parking Permit.</i>"
22.	In this example, the <i>student selected</i> the Parking Permit, so an <i>additional row</i> will not be displayed. NOTE: Please read each Acknowledgement in full and <u>not</u> simply the summary statements. For the 1st Acknowledgement, the student agrees it is his/her responsibility to purchase and maintain health insurance for the duration of his/her enrollment. Click the 1 - Health Insurance Purchased option. 
23.	The 2nd Acknowledgement states LSUHSC is not responsible for interpreting or reviewing policy information presented, or any expenses resulting there from. Click the 2 - LSUHSC is not responsible for interpretation or expenses option. 
24.	The 3rd Acknowledgement states it is the student's responsibility to notify LSUHSC (in writing) of any lapse or cancelation of health insurance coverage during enrollment. Click the 3 - Lapse or cancellation of health insurance option. 

Step	Action
25.	The 4th Acknowledgement states the student <i>has private insurance coverage</i> and has attached a <i>copy</i> of both the <i>front and back</i> of the card. Click the 4 - Attach copy of private insurance card option. 
26.	You can Save the <i>form without submitting</i> it. For example, the <i>eForm</i> is <u>not</u> completed, so you will <i>save</i> it to <i>work on later</i>. NOTE: <i>You do not have to Save before Submitting. If you click Save, the form is removed from the window. If the form is completed and you do not need to make any changes, click Submit instead.</i> Click the Save option. 
27.	The My Forms Request: Results page shows you have <i>successfully saved the form</i>. The Form ID is 32684. Click the My PeopleSoft Home button. 
28.	The student will receive a confirmation email stating that the eForm has been saved. Select the "Click here to update" link or, navigate to your eForm using the My Forms tile.
29.	To find your saved form, select the My Forms tile. Click the My Forms tile.
30.	Click the Update My Form button. 
31.	The student can <i>enter</i> his/her <i>User ID</i> or the <i>Form ID</i> to <i>search</i> for his/her <i>saved form</i>. In this example, the <i>Form ID</i> 32669 will be used to search. Enter the desired information into the Form ID field. Enter a valid value e.g. "32684".
32.	Click the Search button. 
33.	<i>All</i> information has been <i>saved</i>, <i>except</i> for the Acknowledgements. The student <u>must</u> <i>re-enter</i> his/her <i>responses</i>.

Job Aid

Step	Action
34.	Once the Acknowledgement section is <i>complete</i>, the student will <i>select</i> the Submit button. If the student wishes to <i>re-do</i> the <i>form</i> in entirety, s/he will <i>select</i> the Withdraw button. Click the Submit button. 
35.	A message displays stating you have <i>successfully submitted</i> your eForm.
36.	The student will <i>receive</i> an <i>email verifying</i> the <i>form</i> has been <i>submitted</i> to the Bursar. Select the " Click here to view " link if you wish to view your eForm.
37.	This completes <i>Bursar - Optional Fees eForm</i> . End of Procedure.