Learning With Purpose

ANAHEIM
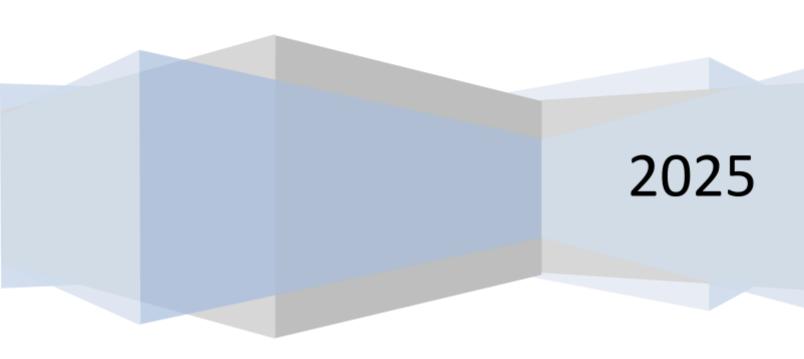UNION
HIGH
SCHOOL
DISTRICT

College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

Parent Portal

Instructions for Entering Insurance Info
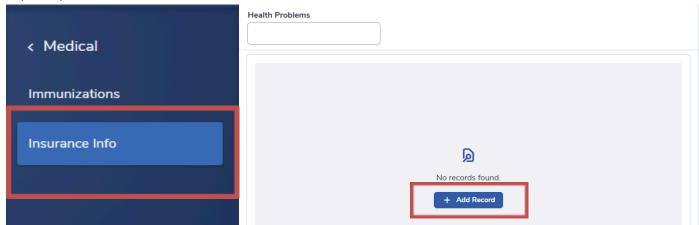
Education and Information Technology Department
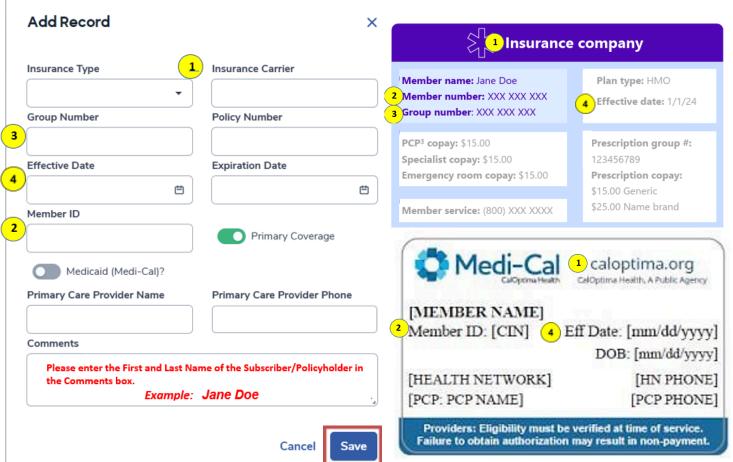
2025

Entering Insurance Information

After you have completed the **Data Confirmation** it is important to update your student's **Medical Insurance Information.**

To update your **Insurance Info** click on the **Medical Tab**. Select **Insurance Info**. Click on **Add New Record**.
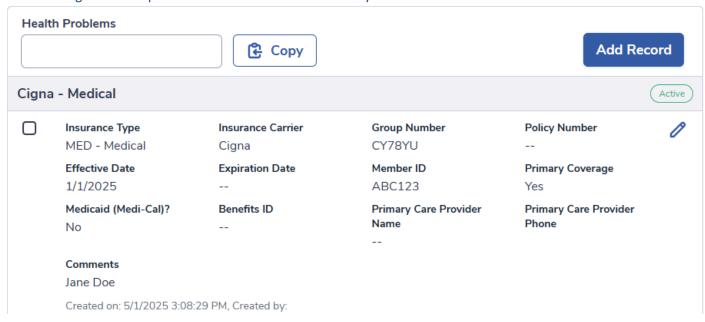
1. For your Insurance Coverage enter the **Insurance Carrier**, **Member ID**, **Group ID*, and Effective Date** in the appropriate fields below**. Enter the **Subscriber First Name & Last Name in Comments**. Click on the **Save icon** before you exit the screen.

The following is an example of how the screen will look after you click on **Save**.

Health Problems

[Copy]   **Add Record**

Cigna - Medical   Active

	Insurance Type	Insurance Carrier	Group Number	Policy Number
☐	MED - Medical	Cigna	CY78YU	--
	Effective Date	**Expiration Date**	**Member ID**	**Primary Coverage**
	1/1/2025	--	ABC123	Yes
	Medicaid (Medi-Cal)?	**Benefits ID**	**Primary Care Provider Name**	**Primary Care Provider Phone**
	No	--	--	
	Comments			
	Jane Doe			

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*Note: If your insurance card does not have a Group ID number, you can skip that box.