
The Post Doctoral Insurance Requests are used by the Office of Academic Budget and Personnel to secure insurance enrollment information for Postdoctoral Fellow Appointees.

System Access Restrictions

The ability to view items and complete actions within Perceptive Content is restricted based on approved system security access. An FAQ on requesting access updates is available here. Questions regarding which security group(s) will provide the access needed can be directed to imagenowhelp@uncc.edu.

Submitting a Post Doctoral Insurance Request e-Form

Accessing the Form

1. To get started, open a browser and go to the link, Post Doctoral Insurance Request (AA36).
2. The University Web Authentication login screen will display, as shown below:

   ![Login Screen](image)

3. Enter your NinerNet credentials and select the Log In button.
4. The AABP Post Doctoral Insurance Request Form (AA-36) will display.
5. Click the Hide Instructions or Show Instructions buttons to hide or show the instructions.

Completing the Form

1. The Preparer ID (800#) and Name will automatically be displayed.
2. Enter the UNC Charlotte ID or Name (format: Last Name, First Name) of the Postdoctoral Fellow Appointee who is requesting or denying health insurance coverage and press the TAB key.
3. The information will pre-populate in the **Postdoctoral Fellow Appointee Details** section.

![Postdoctoral Fellow Appointee Details](image)

**Note:** The **Primary Phone**, **Secondary Phone**, **Address**, **City**, **State**, and **Zipcode** information are editable while the **Email**, **Date of Birth**, and **Gender** must be updated in Banner.

4. In the the **Period of Appointment** section, enter the **Start Date** and **End Date** by typing the date in MM/DD/YYYY format or selecting the date from the calendar option that will display, as shown below:

![Period of Appointment](image)

5. Select **Request Health Insurance Coverage** or **Decline Health Insurance Coverage** in the **Certification** section, as appropriate.

![Certification](image)

6. Attach any supporting documentation using the **Attachments** button.

7. Click the **Submit** button to complete the e-Form.

8. Workflow Processors will be able to **view**, **process**, and archive submissions.

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**Related FAQs**

- [College/Unit Business Office Standard Document Storage Processors Manual](#)
- How do I get the admission fee waived as part of the tuition waiver program?
- How do I know when my approved tuition waiver has been applied to my student account?
- How do I check the status of a request for tuition waiver?
- How do I submit an approved tuition waiver for payment other UNC System Institutions?