

PROVIDING CAPS WITH COPIES OF YOUR PACIFIC ID CARD AND INSURANCE CARD

CAPS keeps a copy of your health insurance card and your Pacific ID card on file in case of a mental health emergency. Please use the following instructions to send a copy of these cards to CAPS. If you have any questions about this information is used, or how to send these documents, please call 209.946.2315 extension 2.

1. Take pictures of (or scan) your Pacific ID card and **both** sides of your Health Insurance card.
 - a. If you do not have a physical health insurance card, capture a screenshot of your health insurance information that includes your insurance ID and other relevant information.

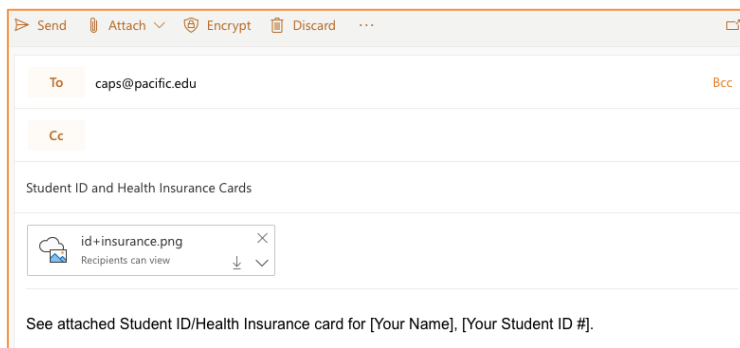
2. Open Office365, or go to <https://www.office.com> and log in using your Pacific student email address and password.



3. Select the **OneDrive App**.

4. Upload the pictures or scans of your Pacific ID card and Health Insurance card to the OneDrive app.
 - a. **Files must be in .JPEG, .PNG, or .PDF format.**

5. Go to the Outlook app to send an email to CAPS. Create the email by selecting “New Message.”



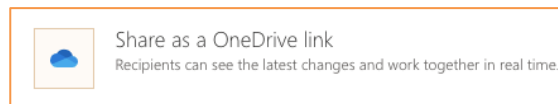
6. In the “To” field, add the CAPS email address: CAPS@pacific.edu
7. In the “Add a subject” field, write “**Student ID and Health Insurance Cards.**”

8. Select “**Attach**” and click “**Browse cloud/web locations.**”

9. Click “**Files**” under “**OneDrive University of the Pacific**” and select the Health Insurance and Identification card file(s). Click “**Next.**”

10. Select “**Share as OneDrive link.**”

- a. *When the file link is attached to the email, there should be a cloud behind the picture icon.*



Instructions for Submitting Pacific ID and Insurance Cards to CAPS using OneDrive

11. Click the download tab on the attachment and select “Manage Access.”
12. Select the option “Recipient can view.”
13. In the body of your email, type “See attached Student ID/Health Insurance card for [Your Name], [Your Student ID#].”
 - a. Do not include any additional information.
 - b. Email should not be used to transmit any clinical information.
14. Click “Send.”

