TO CREATE YOUR ONLINE *MSH* ACCOUNT

1

Go to the [MSH International website](https://www.msh-services.com/index_assure_mshp.php?lang=en). You can change the language setting to English by clicking the flag on the top right of the page. Then click on Participants’ Pages.

Click to obtain your log-on details.

2

Use the name that you are enrolled with at AUP

You MUST register with your AUP webmail adress

3

MSH will send an email to your AUP account with your password. Go to the MSH website, and enter your log-on details and click “Login”

4

In “My enrolment” section, you will be able to see your contract information, download your insurance card and certificate.

5

In “Your claims”, you will be able to upload your reimbursement claims and follow-up with your reimbursements.

*NB:*

*The Health Office doesn’t have access to your MSH account, it is your responsibility to check whether you’ve been reimbursed or not. If you think you should have reimbursed and you’re not, send a screen capture of what you see to the Health Office (health@aup.edu), we will investigate for you.*