Enrolling in UFSelect and GatorCare Plans

UFSelect and GatorCare plans are available to specific employee groups at UF. Information regarding available plan options and eligibility is found on the Benefits website.

Please Note: This instruction guide is for UFSelect and GatorCare plans only. To enroll in the State of Florida plans, you must visit the PeopleFirst website.

Step 1: Log into myUFL

1. Go to my.ufl.edu.
2. Enter your GatorLink username and password.
3. Go to NavBar > Main Menu > My Self Service > Benefits > Benefits Enrollment.

Step 2: Access Your Open Event

1. Select the Enter button next to the open the benefit event (i.e., new hire, marriage, birth, etc.).
Notes:
- Elections must be completed within 60 days from your event date which is displayed on the page.
- In the fall, an event for Open Enrollment will also be made available.
- Elections made during Open Enrollment are effective January 1st.

Step 3: Select Your Benefits and Add Your Dependents

1. Select the **Edit** button next to each plan to enroll or change your benefit election.

2. Select the **radio button** next to the plan you would like to enroll in.
3. If you are **enrolling in employee-only coverage**, go to Step 4. If you are including eligible dependents, go to Step 5.

4. If you are **enrolling in employee-only coverage**, scroll down and select **Update Elections** to select your plans. Once you select your plans, skip to step 6. (NOTE: If you are enrolling dependents, go to step 5.)

   ![](Image)

5. If you are **enrolling eligible dependents**, scroll down and select **Add/Review Dependents**. Review the [benefits website](https://example.com) for more information on eligible dependents.

   ![](Image)

   a. Select a **name** from the list or select **Add a dependent or beneficiary**.

   b. If you select **Add a dependent or beneficiary**, you will need to enter their personal information and select **Save**.
Note: You will need Social Security Number and date of birth and other required fields for each dependent or beneficiary that you add. For security, UF’s Privacy Office requires validation of your SSN and date of birth to complete the entry. On life plans, your beneficiaries do not need the SSN. Missing dependent information will delay your coverage. If your dependent does not have a SSN, please contact the Benefits Office at benefits@ufl.edu or (352)392-2477.
c. To add additional beneficiaries, select **Add a dependent or beneficiary**.

d. Click **Plan Election** to return to the Benefits Enrollment page.

e. Scroll down and select the **check box** for the dependents you want to add.

**Note:** You MUST select **each person** in order to enroll them in coverage or assign them as a beneficiary.

f. Select **Update Elections**.

```
Enroll Your Dependents

- Click the Add/Review Dependents button below.
- Social Security Numbers and birth dates are required.
- Do not enter a false SSN or birth date.
- If your dependent does not have an issued SSN, call UF Benefits.
- Check the Enroll box next to each dependent’s name to indicate you want them covered under this plan.

**IMPORTANT:** I hereby affirm and attest that the dependent(s) listed, if applicable, meet the requirements of eligibility. If any dependent is determined to be ineligible or I fail to notify the University of Florida of a loss of eligibility or any supporting documentation is not provided upon request, I understand that I may be liable for any and all claims paid for any dependent deemed ineligible.

**Dependent Beneficiary**

<table>
<thead>
<tr>
<th>Enroll</th>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Gator, Allie</td>
<td>Child</td>
</tr>
</tbody>
</table>

**Add/Review Dependents**

**Update Elections**  **Discard Changes**
```

6. Verify your choice, estimated per-pay-period cost, and covered dependents.
7. Select OK or Discard Changes.

![Benefits Enrollment](https://example.com/image.png)

**Step 4: Review Election Summary**

1. Review the **Election Summary** section displayed at the bottom of the page. This reflects any plan selections you make, along with the total bi-weekly costs.
2. Verify that benefit enrollment is active for your selected plan. If **No Coverage** is listed under the plan, you are not enrolled.
3. Print the Benefits Enrollment Summary.
4. Select **Submit**.
5. Select **Submit** to finalize your benefit selections.
Benefits Enrollment
Submit Benefit Choices
Alligator, Albert

To finalize elections:
- Carefully review the "Authorization" section below.
- Click the "Submit" button.

To review or edit elections:
- Click the "Cancel" button.
- Be certain to submit elections by your event deadline.

Once you click the Submit button below, your benefit choices will be sent for processing and elections are final.

Authorization
I understand my elections will be active for the remainder of the plan year and can only be changed during the open enrollment period or a qualified status event.

The dependent(s) I have listed meet eligibility requirements. I have entered accurate information and will provide the required documentation within 60 days.

I authorize payroll deductions in accordance with the coverage levels selected and established rates. I understand that I am responsible for missed premiums based on my coverage start date (event date).

I further acknowledge and consent to the University’s use and disclosure of personal health information as needed to facilitate plan administration.

Submit  Cancel

Click the Submit button to send your final selections.
Click the Cancel button if you are not ready to submit or to edit your selections.
6. Confirm that your elections have been submitted. Select **OK**.

```
Benefits Enrollment
Submit Confirmation
Aliigator, Albert
You have submitted your benefits choices and your enrollment is complete.
Click OK to return to the Enrollment Summary page or click Home to return to your myUFL home page.
```

**For Additional Assistance:**

- **Technical Issues**
  - The UF Computing Help Desk
  - 352-392-HELP
  - helpdesk.ufl.edu

- **Policies and Procedures**
  - Benefits
  - (352)392-2477
  - Benefits@ufl.edu

**Note**: You can view your benefits elections anytime by navigating to **NavBar > Main Menu > My Self Service > Benefits > Benefits Summary**. Be sure to enter an effective date that is on or after the effective date of your event in order to view your election in the Benefits Summary.