Enrolling in GatorGradCare

Step 1: Log in to the myUFL System
Visit the myUFL system at my.ufl.edu. Enter your Gatorlink username and password.
After you log in to the portal, use the following navigation: Main Menu > My Self Service > Benefits > Benefits Enrollment

Step 2: Access Your Open Event
Click the Enter button next to the open event (i.e. new hire, marriage, birth, etc.). Elections must be completed within 60 days from the event date displayed on the page.

Note to newly hired GAs: The enrollment portal in myUFL opens once your qualifying GA job appointment is entered and active in the UF PeopleSoft/payroll system.

Step 3: Select Your Benefits
Click the Edit button next to “GatorGradCare Health” to review your coverage options, select plan coverage, and to add or remove dependents/beneficiaries if applicable. The “Election Summary” section displayed at the bottom of the page reflects any plan selections you make, along with the total biweekly costs.

If you are not including dependents, skip to Step 6.

Step 4: Add Dependent Information
Once you have selected the GatorGradCare plan you may add or remove dependent information. When adding dependents, you must enter the date of birth and SSN for each dependent, along with the required fields indicated by an asterisk. Missing dependent information will delay your coverage.

NOTE: 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, email gabenefits@hr.ufl.edu for assistance.

Step 5: Select Dependent Coverage
After adding dependents, follow the hyperlinks on the top of each page to return to your enrollment session. From the Dependent/Beneficiary list, you MUST select each dependent in order to include them on your GatorGradCare plan coverage.

Click the Update Elections button to store your selections, review carefully, and then click OK to return to the Enrollment Summary page to review your elections.

Step 6: Submit Your Enrollment Selections
Verify that your benefit selections are complete and accurate. Carefully review the “Authorization / Terms & Agreements” section. Finalize your enrollment by clicking the Submit button. Coverage is assigned to begin on your event date (See Step 2). Once you click Submit, your elections are final and no other changes can be made.

Please note, you can save your progress by clicking the Update Elections button. After you click the Submit button, your selections are final and can only be changed during Open Enrollment or within 60 days of a qualifying status change event.

Questions? Contact GA Benefits gabenefits@hr.ufl.edu or (352) 392-0003