

# Enrolling in GatorGradCare

## Step 1: Log in to the myUFL System

Visit the myUFL system at [my.ufl.edu](http://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.*

## UFSelect & GatorCare Benefits Enrollment

This enrollment portal is only for the [GatorGradCare health insurance plan](#). By submitting this enrollment, you acknowledge and agree to the following terms and conditions:

- Elections must be completed within **60 days** of your event date reflected below.
- **Coverage begins on your event date. You will be responsible for missed premiums retroactive to that date. Premiums are collected through the UF payroll process.**

Open Benefit Events				
Event Description	Event Date	Event Status	Job Title	
New Hire	07/30/2019	Submitted	GRADUATE AST-G	<a href="#">Enter</a>

## 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](#).

Benefits Enrollment  
New Hire

Click the Edit button to elect coverage or make changes.

**Important:** Review your elections carefully.

Enrollment Summary	
(W) Gator Grad Care Health	Before Tax After Tax
Current: No Coverage	
New: No Coverage	

[Edit](#)

## 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](mailto:gabenefits@hr.ufl.edu) for assistance.

## Dependent/Beneficiary Personal Information

Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Jul 30, 2019.

**Personal Information**

\*First Name   
Middle Name   
\*Last Name   
Name Prefix   
Name Suffix   
Date of Birth   
\*Gender   
Social Security Number   
\*Relationship to Employee

## 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.

Dependent Beneficiary	
Enroll	Name
<input type="checkbox"/>	ALBERT GATOR
<input type="checkbox"/>	OLLIE GATOR
<input checked="" type="checkbox"/>	ALBERTA GATOR

## 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.

## Benefits Enrollment Submit Benefit Choices

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.

[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.

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