

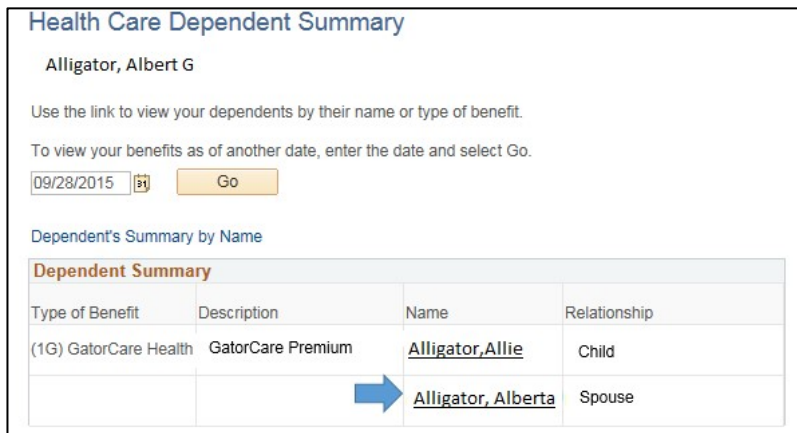
Updating Social Security Numbers (SSN) for Dependents on GatorCare Plan

To update your dependent's SSN information, log into my.ufl.edu using your regular Gatorlink username and password and use the following navigation:

1. Click the **NavBar** icon.
2. Click **Main Menu**.
3. Click **My Self Service**.
4. Click **Benefits**.
5. Click **Dependents and Beneficiaries**.
6. Click **Health Care Dependent Summary**.

All your dependents should be listed for the 1G (GatorCare) benefit type. To update a missing SSN to an existing dependent:

1. Click the **hyperlink** with your dependent's name to review their SSN.



Health Care Dependent Summary

Alligator, Albert G

Use the link to view your dependents by their name or type of benefit.

To view your benefits as of another date, enter the date and select Go.

Dependent's Summary by Name

Dependent Summary			
Type of Benefit	Description	Name	Relationship
(1G) GatorCare Health	GatorCare Premium	Alligator,Allie	Child
		Alligator, Alberta	Spouse

2. Enter your missing **SSN digits** and **date of birth** to verify that you are the appropriate person to update this information. Once this is done you should have access the Dependent Beneficiary Personal Information you selected.

In order to enhance security, the following information is required. You will be transferred to the appropriate page once your input is verified.

Please enter the missing digits of your SSN:

• • • • • - • • • • • - • • • • •

Please enter your date of birth in MMDDYYYY format:

[B]

3. Select the **Edit** button at the end of the page to change the dependent information.

Dependent/Beneficiary Personal Information

Alligator, Albert G

Select Save once you have edited your Dependent/Beneficiary's personal information. The changes will go into effect on Oct 6, 2015.

Personal Information

*First Name

Middle Name

*Last Name

Name Prefix

Name Suffix

Date of Birth [B] ←

*Gender

SSN (Social Security Number) ←

*Relationship to Employee

Status Information

*Marital Status

Student

Disabled

Smoker

Address and Telephone

Same Address as Employee

Country

Address

Same Phone as Employee

Phone Home

NOTE: It is very important that you do not change or replace the name of the existing dependent with a new dependent as this will affect your benefit enrollment.

4. When all changes have been completed, click the **save** button at the bottom of the page. You can then click the "**Return to Health Care Dependent Summary**" hyperlink to return back to your dependent list. Repeat steps as needed to update other dependents.

5. Contact the Benefits Office if you need assistance in updating your dependent information. **New dependents can only be added during Open Enrollment or if you have a qualifying status change event.**

For Additional Assistance

Technical The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu	Issues	Policies	and	Directives Benefits
		UF 352-392-2477 benefits@ufl.edu	HR	

***As a reminder, do not send SSN data by email.**