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.
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.

![Instruction Guide](image)

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

![Edit button](image)

**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**

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<td>352-392-2477</td>
<td><a href="mailto:benefits@ufl.edu">benefits@ufl.edu</a></td>
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*As a reminder, do not send SSN data by email.*