

Changing Beneficiaries

Beneficiaries may be viewed or changed at any time during the year. The designation must be made in percentage allotments totaling 100% for primary beneficiaries and 100% for contingent beneficiaries, if applicable. The following items are needed to update or add beneficiaries:

1. Name
2. Address
3. Phone number
4. Date of Birth
5. Social Security Number

State Plans

Beneficiaries for state (PeopleFirst) life plans may be designated or changed online at www.lifebenefits.com/florida, or through a form found at [Forms and Documents](#). The form must be submitted to Securian's Tallahassee branch office at the address on the form.

DO NOT enter beneficiary information for state plans through the myUFL system. This information is not tracked or reported to the state.

UF Plans

Changes to beneficiary information for UFSelect life plans can only be done via the Benefits Summary page. Visit the myUFL system and access the Benefits Summary page to complete the following steps:

1. Click the hyperlink of the UF life plan you wish to edit.
2. Click the **Edit** button at the bottom of the screen.
3. Click the **Add a New Beneficiary** button to add a new person to your list of beneficiaries if the person is NOT already listed. If the person is already listed, skip to step 9.
4. Add the missing digits of your **SSN** and your **date of birth** in the security screen. Click **Verify Data**.
5. Add the new **beneficiary's information**. Include beneficiary details. Click **Save**.

Note: If the beneficiary does NOT have a SSN, please contact the UF HR Benefits Office for assistance.

6. Click the **Ok** button on the **Save Confirmation** page.
7. Click the **Dependent Beneficiary Detail** link.
8. Click the **Change Beneficiaries Allocations** link to return to the plan's main page.
9. Click on the **selection box** next to the name of the new or existing beneficiary.

10. Allocate percentage amount for each beneficiary in **new primary** or **new secondary allocation** column.
11. Click the **Update Totals** button to verify the allocations equal 100%. Click **Save**.
12. Click the **Ok** button on the **Save Confirmation** page.
13. Click the **Insurance Main** link and review covered beneficiaries.
14. Click the **Benefits Summary** link to return to the Benefits Summary 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