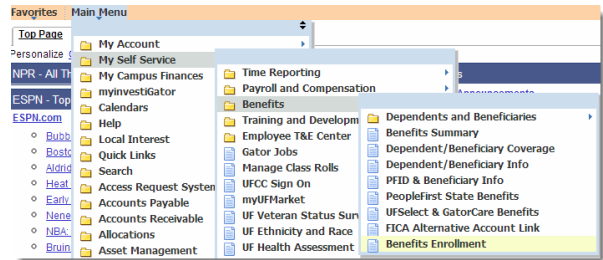


Enrolling in UFSelect & GatorCare

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 into the portal, use the following navigation:

[Main Menu](#) > [My Self Service](#) > [Benefits](#) > [Benefits Enrollment](#)



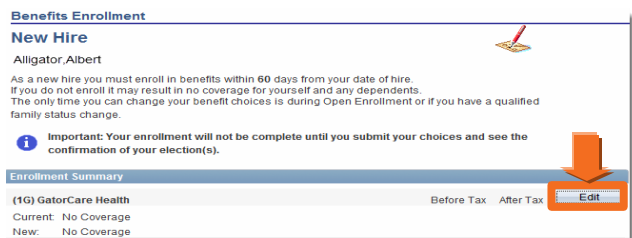
Step 2: Access Your Open Event

Click the **Select** button next to the open event (i.e. new hire, marriage, birth, etc.). Elections must be completed within 60 days from your event date which is displayed on the page. In the fall, an event for Open Enrollment will also be made available. Elections made during Open Enrollment are effective January 1.



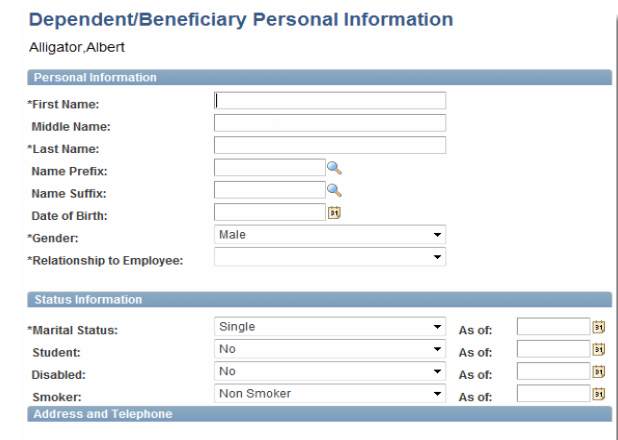
Step 3: Select Your Benefits

Click the **Edit** button next to each plan to review your coverage options 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.



Step 4: Add Dependent/Beneficiary Information

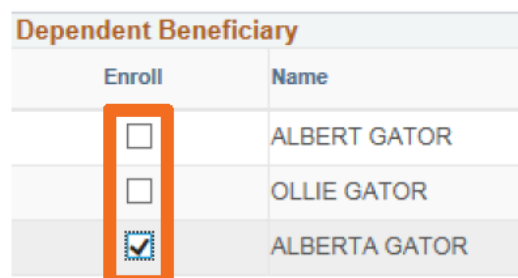
Select a plan to add or remove dependent information. For security, UF's Privacy Office requires validation of your SSN and date of birth to complete the entry. On the dependent page you must enter the date of birth and SSN for each dependent, along with the required fields indicated by an asterisk. On life plans, your beneficiaries do not need the SSN. Missing dependent information will delay your coverage.



Step 5: Select Dependent Coverage / Assign Beneficiaries

After adding dependents, follow the hyperlinks on each page to *return to your Enrollment Session*. From the **Dependent/Beneficiary list**, you **MUST** select each person in order to enroll them in coverage or assign them as a beneficiary.

Click the **Update Elections** button to store your selections and return to the Enrollment Summary page to review other plan options.



Step 6: Submit Your Enrollment Selections

Verify that your benefit selections are complete and accurate. 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.

You should not attempt to use coverage until you receive your member ID card from the carrier. 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 if you have a Qualified Event.

