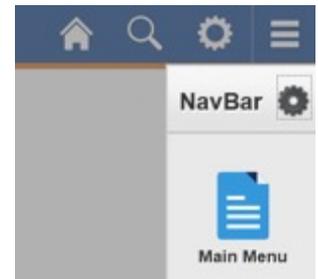# ENROLLMENT WALKTHROUGH

Step 1: Log in to the myUFL System

- Visit the myUFL system at my.ufl.edu.
- Enter your Gatorlink username and password.
- Navigate using the **NavBar** on the right side of the screen to: *Main Menu > My Self Service > Benefits > Benefits Enrollment*

> **NOTE TO NEWLY HIRED GAS:**
> The enrollment portal in myUFL opens once the qualifying GA appointment is entered and active in the UF PeopleSoft/payroll system.

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. (Open enrollment elections must be made during the designated open enrollment period.)

Step 3: Edit GatorGradCare

- Click the **EDIT** button next to "**GatorGradCare Health**" to edit your current selection.

Step 4: Select Your Benefits

- Click the button next to "*GatorGradCare Health*" to enroll in the plan **OR** click "*Decline coverage*" if you do not want to enroll in GatorGradCare or need to cancel coverage.
- If you are:
  · **NOT** including dependent coverage, click the *Update Elections* button and skip to **Step 7**.
  · Including or updating dependents, skip to **Step 5**.
  · Removing dependents, skip to **Step 6**.

Step 5: Add/Update Dependent Information

- Once you click the button next to 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 for assistance.

Step 6: Select Dependent Coverage

- You <u>MUST SELECT EACH DEPENDENT</u> in order to include them by checking the box next to their name.
- After adding dependents, follow the hyperlinks on the top of each page to return to your enrollment session.
- Click the UPDATE ELECTIONS button to save your election.
- If removing dependents, uncheck the box next to the dependent's name.

Step 7: Review Your Election

- Confirm that your choice is correct and review the associated cost.
- Review the notes for important details regarding deductions.
- Click OK if you have no changes, or DISCARD CHANGES to edit

Step 8: Submit Your Election

- Review the enrollment summary and cost information.
- Print/save a copy showing your elections for your records.
- Click SUBMIT.
- On the next screen, carefully review the "Authorization / Terms & Agreements" section.
- Finalize your enrollment by clicking the SUBMIT button. Once you click Submit on all screens, your elections are final and no other changes can be submitted on the enrollment.

Step 9: Submit Your Election

- After you submit the enrollment, you will see the **Submit Confirmation** screen stating that your enrollment is complete.
- If you do not see the final confirmation screen after submitting, contact the GA Benefits Office immediately by emailing gabenefits@hr.ufl.edu.

QUESTIONS?
Contact GA Benefits at gabenefits@hr.ufl.edu or (352) 392-2477, Option 3