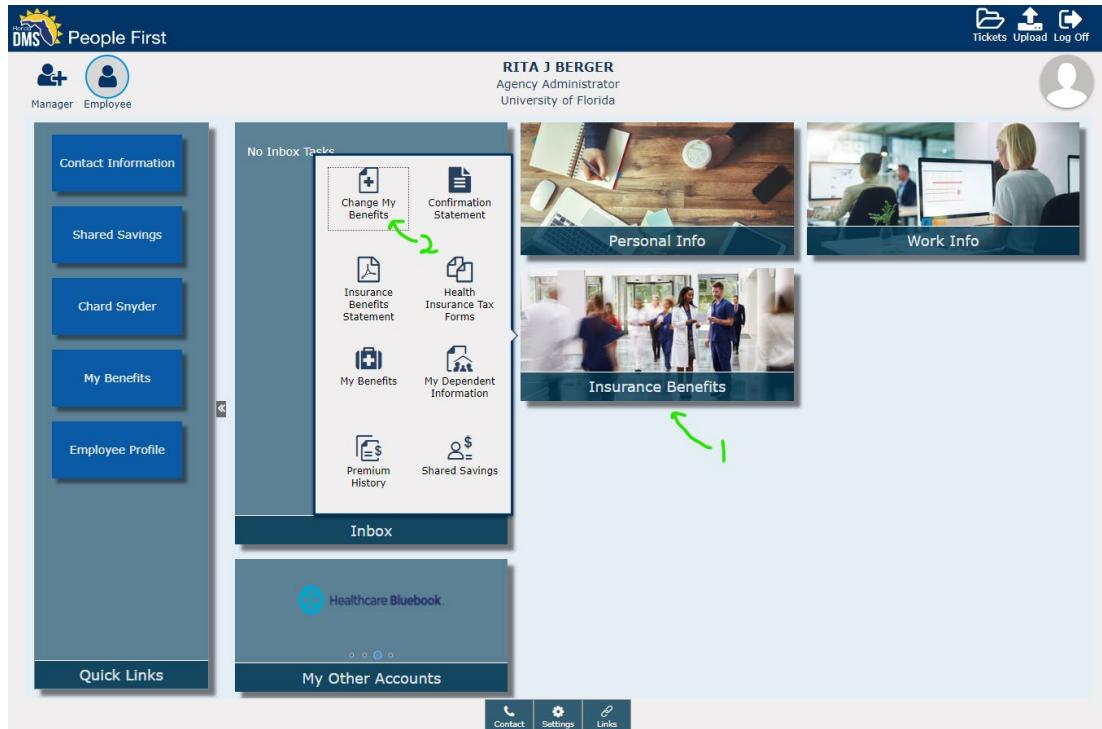


Here are the steps for requesting a Qualifying Status Change (QSC) for marriage:

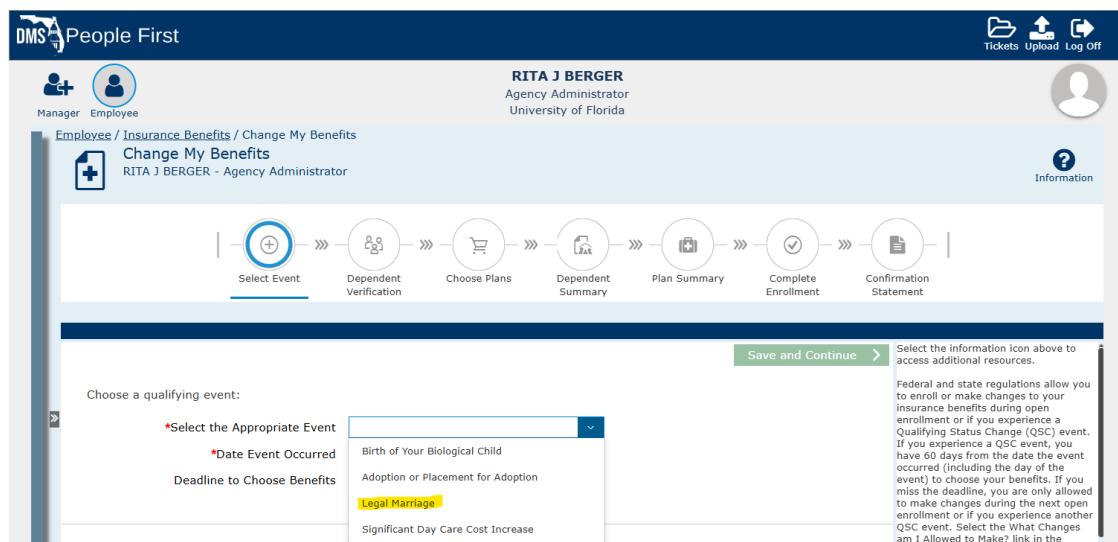
- Log in to your [People First account](#). Your People First ID is available in myUFL at:
  - Menu > My Self Service > Benefits > PFID & Beneficiary Info

### Add your new dependent(s) and plan elections through a QSC enrollment portal:

- In your account, click “Insurance Benefits – Change My Benefits”



- Choose “Legal Marriage”



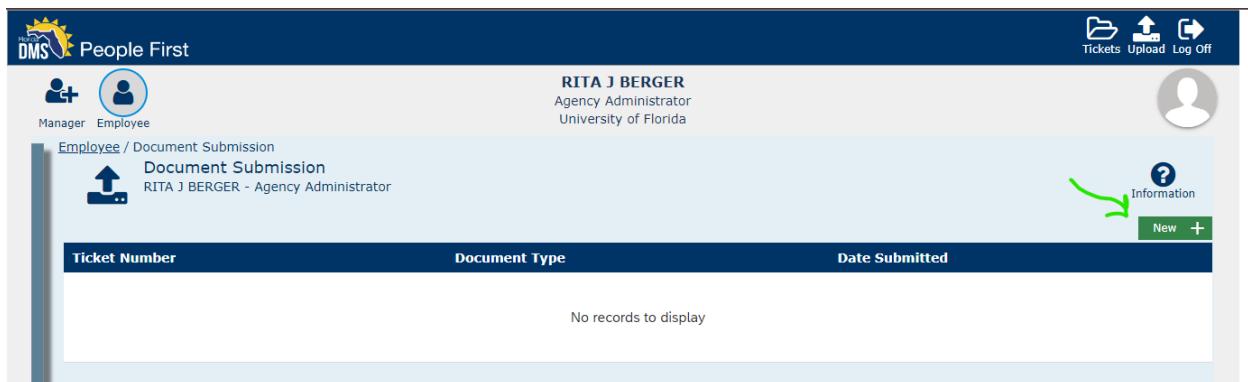
- Add your new dependent and update your plan elections through the portal.
  - If both you and your spouse are full-time state employees, you may manually enroll in the [Spouse Program](#) for reduced-cost health insurance by submitting a [Spouse Program Election Form](#) to People First.
- Save your confirmation statement and note the start date for the new coverage.

### Add your supporting documentation:

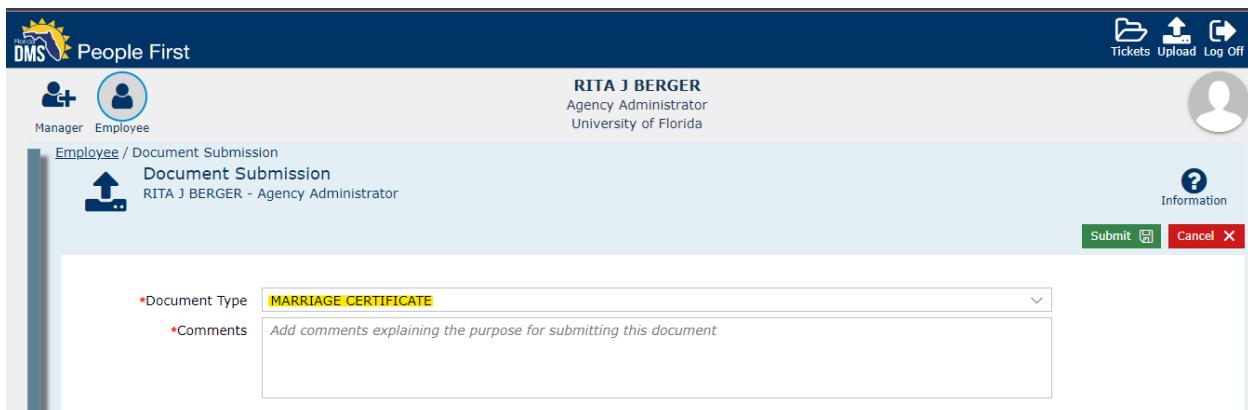
- Select "Upload" in the top right corner of the screen:



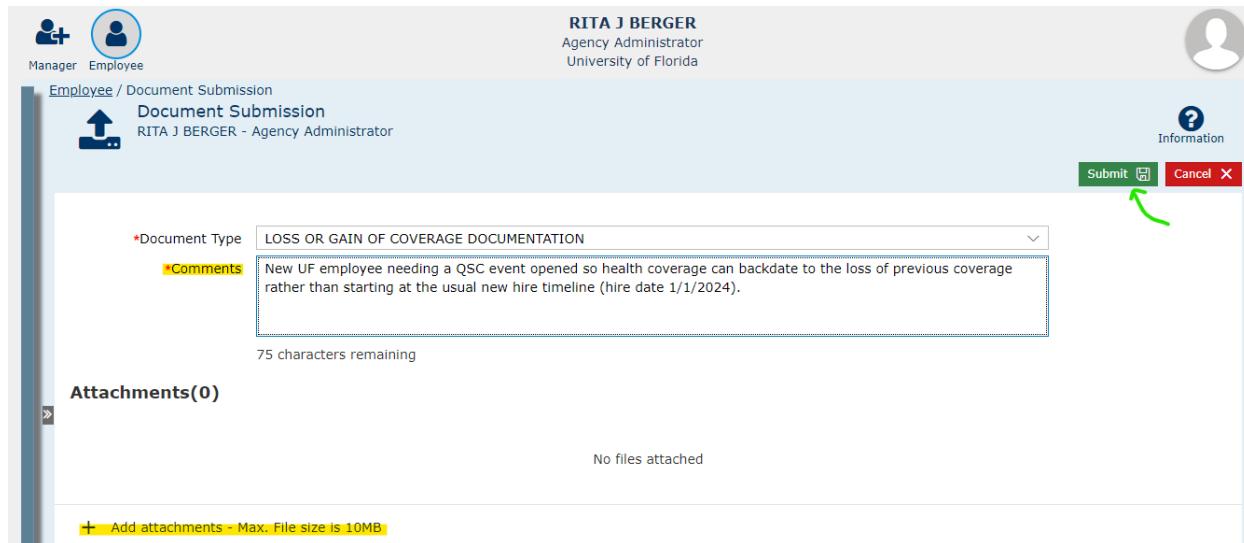
- Click "New"



- In the drop-down menu, select "Marriage Certificate"



- Add a comment in the required box giving a summary of what you're submitting and your situation, including what coverage you're looking for (Ex: adding new spouse to plans and updating coverage due marriage on DATE).
- Attach your marriage certificate through "Add attachments"
  - If applying for the Spouse Program, attach your [Spouse Program Election Form](#) here as well.
  - **We recommend calling People First at 866-663-4735 to confirm processing of your form and the start date for your new, reduced-cost plan.**



Employee / Document Submission

Document Submission

RITA J BERGER  
Agency Administrator  
University of Florida

Information

Submit  Cancel 

\*Document Type: LOSS OR GAIN OF COVERAGE DOCUMENTATION

**Comments:** New UF employee needing a QSC event opened so health coverage can backdate to the loss of previous coverage rather than starting at the usual new hire timeline (hire date 1/1/2024).

75 characters remaining

Attachments(0)

No files attached

+ Add attachments - Max. File size is 10MB

- Click "Submit."

People First will respond to your ticket within 5 business days. If you would like to check the status of your ticket, call the People First Service Center at 866-663-4735. Keep your login ID and ticket number on hand for the call.