

Here are the steps for requesting to join the state Spouse Program for health insurance:

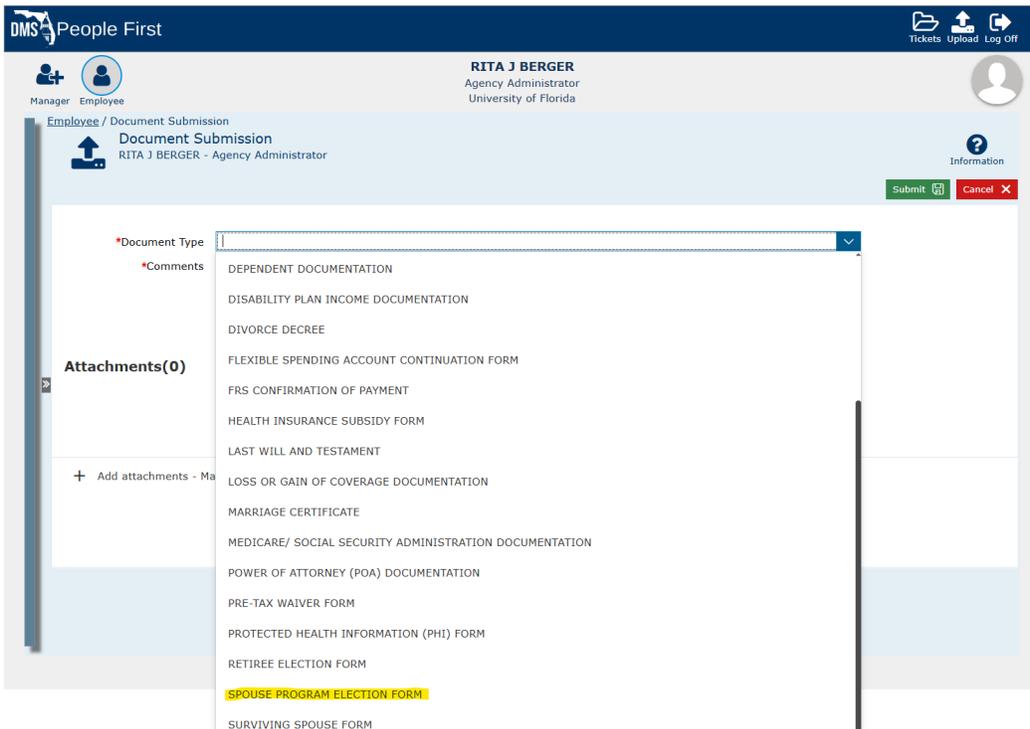
- Log in to your [People First account](#). Your People First ID is available in myUFL at:
 - Menu > My Self Service > Benefits > PFID & Beneficiary Info
- Select "Upload" in the top right corner of the screen:



- Click "New"



- In the drop-down menu, select "Spouse Program Election Form"



- 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: enrolling in Spouse Program due to new state employee hire on DATE).
- Add your supporting documentation through "+ Add attachments"
 - Completed [Spouse Program Election Form](#)
 - **QSC Code for New Hire is 3.**
 - The QSC date will be your new hire date.
 - Include information for any covered dependents.
 - Proof of marriage
 - Marriage certificate if married less than one year.
 - Most recent tax transcript if married longer than one year.
 - Documentation for dependents/children
 - Birth certificate or adoption record.

Employee / Document Submission

Document Submission
RITA J BERGER - Agency Administrator

Information

Submit Cancel

*Document Type SPOUSE PROGRAM ELECTION FORM

*Comments Requesting to enroll in the Spouse Program due to spouse's new hire as a benefits-eligible state position (hire date 1/1/2026).

128 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. We recommend saving your ticket number and calling People First at 866-663-4735 to confirm processing of your form and the start date for your new, reduced-cost plan.