Enrolling in UFSelect and GatorCare Plans

UFSelect and GatorCare plans are available to specific employee groups at UF. Information regarding available plan options and eligibility is found on the Benefits website.

Please Note: This instruction guide is for UFSelect and GatorCare plans only. To enroll in the State of Florida plans, you must visit the PeopleFirst website.

Step 1: Log into myUFL

1. Go to **my.ufl.edu**.
2. Enter your GatorLink username and password.
3. Go to **NavBar** > **Main Menu** > **My Self Service** > **Benefits** > **Benefits Enrollment**.

Step 2: Access Your Open Event

1. Select the **Enter** button next to the open the benefit event (i.e., new hire, marriage, birth, etc.).

Notes:
- 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 1st**.

Step 3: Select Your Benefits and Add Your Dependents

1. Select the **Edit** button next to each plan to enroll or change your benefit election.

2. Select the **radio button** next to the plan you would like to enroll in.

3. If you are **enrolling in employee-only coverage**, go to Step 4. If you are including eligible dependents, go to Step 5.

4. If you are **enrolling in employee-only coverage**, scroll down and select **Update Elections** to select your plans. Once you select your plans, skip to step 6. (NOTE: If you are enrolling dependents, go to step 5.)

5. If you are **enrolling eligible dependents**, scroll down and select **Add/Review Dependents**. Review the benefits website for more information on eligible dependents.

   a. Select a **name** from the list or select **Add a dependent or beneficiary**.

   b. If you select **Add a dependent or beneficiary**, you will need to enter their personal information and select **Save**.

Dependent/Beneficiary Personal Information

Alligator, Albert

Select Save once you have added your Dependent/Beneficiary's personal information. This
information will go into effect as of Sep 1, 2020.

Personal Information

*First Name	
Middle Name	
*Last Name	
Name Prefix	🔍
Name Suffix	🔍
Date of Birth	09/01/2020 📅
*Gender	Male ⌄
Social Security Number	
*Relationship to Employee	Child ⌄

Status Information

*Marital Status	Single ⌄	As of	📅
*Student	No ⌄	As of	📅
*Disabled	No ⌄	As of	📅
*Smoker	Non Smoker ⌄	As of	📅

Address and Telephone

☑ Same Address as Employee

Country United States
Address 123 Gator Lane
         Gainesville, FL 32611

☑ Same Phone as Employee

Phone   Home

[Save]

Note: You will need Social Security Number and date of birth and other required fields for
each dependent or beneficiary that you add. For security, UF's Privacy Office requires
validation of your SSN and date of birth to complete the entry. On life plans, your
beneficiaries do not need the SSN. Missing dependent information will delay your
coverage. If your dependent does not have a SSN, please contact the Benefits Office at
benefits@ufl.edu or (352)392-2477.

c. To add additional beneficiaries, select **Add a dependent or beneficiary**.
d. Click **Plan Election** to return to the Benefits Enrollment page.
e. Scroll down and select the **check box** for the dependents you want to add.

Note: You MUST select **each person** in order to enroll them in coverage or assign them as a beneficiary.

f. Select **Update Elections**.

Enroll Your Dependents

- Click the **Add/Review Dependents** button below.
- 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, call UF Benefits.
- Check the **Enroll** box next to each dependent's name to indicate you want them covered under this plan.

IMPORTANT: I hereby affirm and attest that the dependent(s) listed, if applicable, meet the requirements of eligibility. If any dependent is determined to be ineligible or I fail to notify the University of Florida of a loss of eligibility or any supporting documentation is not provided upon request, I understand that I may be liable for any and all claims paid for any dependent deemed ineligible.

Dependent Beneficiary

Enroll	Name	Relationship
☑	Gator, Allie	Child

[Add/Review Dependents]

[Update Elections]   [Discard Changes]

6. Verify your choice, estimated per-pay-period cost, and covered dependents.

7. Select **OK** or **Discard Changes**.

Benefits Enrollment

(1I) UF Vision

Alligator, Albert

ℹ️ Important: Your enrollment will not be complete until you submit your choices.

Your Choice

You have chosen Humana Vision with Employee + Child(ren) coverage.

Your Estimated per-pay-period Cost

Your Cost	$6.22

Covered Dependents below

Dependent Information

Name	Relationship	
Gator, Allie	Child	

Notes

Once submitted, this choice will take effect on 09/17/2020. Deductions for this choice will start with the pay period beginning 09/17/2020.

OK	Discard Changes

Step 4: Review Election Summary

1. Review the **Election Summary** section displayed at the bottom of the page. This reflects any plan selections you make, along with the total bi-weekly costs.
2. Verify that benefit enrollment is active for your selected plan. If **No Coverage** is listed under the plan, you are not enrolled.
3. Print the Benefits Enrollment Summary.
4. Select **Submit**.

Benefits Enrollment
Birth/Adoption
Alligator, Albert

ⓘ Important: Your enrollment will not be complete until you submit your choices.

Enrollment Summary

(1H) UF Dental		Before Tax	After Tax	Edit
Current: Decline coverage				
New: Decline coverage				
(1I) UF Vision		Before Tax	After Tax	Edit
Current: Humana Vision:Family				
New: Humana Vision:Family			9.77	
(23) Term Life Employee		Before Tax	After Tax	Edit
Current: Term Life Employee Non Smoker: $10,000				
New: Term Life Employee Non Smoker: $10,000			0.90	
(24) Term Life Spouse/DomPrtnr		Before Tax	After Tax	Edit
Current: Term Life Spouse Non Smoker: $10,000				
New: Term Life Spouse Non Smoker: $10,000			0.90	
(25) Term Life Dependent		Before Tax	After Tax	Edit
Current: Term Life Dependent: $10,000				
New: Term Life Dependent: $10,000			1.02	
(A1) Legal Services		Before Tax	After Tax	
Current: Decline coverage				
New: Decline coverage				

This table summarizes estimated costs for your new benefit choices.

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	12.59	0.00	12.59	0.00
Cost Per Pay Period	12.59	0.00	12.59	

[Submit]

ⓘ Print this page for your records prior to submitting.

5. Select **Submit** to finalize your benefit selections.

Benefits Enrollment

Submit Benefit Choices

Alligator, Albert

To finalize elections:

- Carefully review the "Authorization" section below.
- Click the "Submit" button.

To review or edit elections:

- Click the "Cancel" button.
- Be certain to submit elections by your event deadline.

Once you click the **Submit** button below, your benefit choices will be sent for processing and elections are final.

Authorization

I understand my elections will be active for the remainder of the plan year and can only be changed during the open enrollment period or a qualified status event.

The dependent(s) I have listed meet eligibility requirements. I have entered accurate information and will provide the required documentation within 60 days.
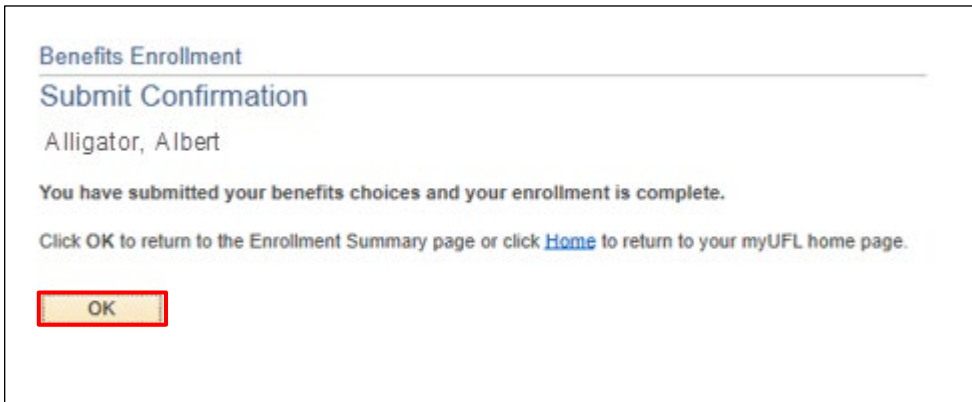
I authorize payroll deductions in accordance with the coverage levels selected and established rates. I understand that I am responsible for missed premiums based on my coverage start date (event date).

I further acknowledge and consent to the University's use and disclosure of personal health information as needed to facilitate plan administration.

[Submit]   [Cancel]

Click the **Submit** button to send your final selections.

Click the **Cancel** button if you are not ready to submit or to edit your selections.

6. Confirm that your elections have been submitted. Select **OK**.

Benefits Enrollment

Submit Confirmation

Alligator, Albert

You have submitted your benefits choices and your enrollment is complete.

Click OK to return to the Enrollment Summary page or click Home to return to your myUFL home page.

    OK

For Additional Assistance:

Technical Issues	**Policies and Procedures**
The UF Computing Help Desk	Benefits
352-392-HELP	(352)392-2477
helpdesk.ufl.edu	Benefits@ufl.edu

Note: You can view your benefits elections anytime by navigating to **NavBar** > **Main Menu** > **My Self Service** > **Benefits** > **Benefits Summary**. Be sure to enter an effective date that is on or after the effective date of your event in order to view your election in the Benefits Summary.