
Benefits Summary & Beneficiaries

A summary of your benefit selections can be accessed via the myUFL portal. The summary provides a list of some UF and state plans, if applicable. To access the Benefits Summary page, visit my.ufl.edu and navigate to:

Main Menu > My Self Service > Benefits > Benefits Summary

Favorites | **Main Menu** > **My Self Service** > **Benefits** > **Benefits Summary**

The following are the UF and state plans that can be viewed through the portal. Plans not reflected in the Benefits Summary section can be viewed on your biweekly paycheck.

UF Plans

Health
Dental
Vision
Life
Hospital
Accident

State Plans

Health
Dental
Vision
Life
Flex Spending
Medical Reimbursement

Changing Beneficiaries

Beneficiaries may be viewed or changed at any time during the year. The designation must be made in percentage allotments totaling 100% for primary beneficiaries and 100% for contingent beneficiaries, if applicable. The following items are needed to update beneficiary information:

1. Name
2. Address
3. Phone number

State Plans

Beneficiaries for state life plans may be designated or changed online at www.lifebenefits.com/florida, or through a form found at [Forms and Publications](#). The form must be submitted to Securian's Tallahassee branch office at the address on the form.

DO NOT enter beneficiary information for state plans through the myUFL system. This information is not tracked or reported to the state.

UF Plans

Changes to beneficiary information for UFSelect life plans can only be done via the Benefits Summary page. Visit the myUFL system and access the Benefits Summary page to complete the following steps:

1. Click the hyperlink of the UF life plan you wish to edit.
2. Click the **Edit** button at the bottom of the screen.
3. Click the selection box on the left of the name of the person you wish to include as a beneficiary for a particular plan if the person is already listed as a beneficiary.
4. Click the **Add a New Beneficiary** button to add a new person to your list of beneficiaries.
5. Add the missing digits of your SSN and your date of birth in the security screen.
6. Add the new beneficiary's information. Include name, address and phone number as seen in figure 1.

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 Jun 6, 2014.

Personal Information

*First Name:

Middle Name:

*Last Name:

Name Prefix:

Name Suffix:

Date of Birth:

*Gender:

SSN: (Social Security Number)

*Relationship to Employee:

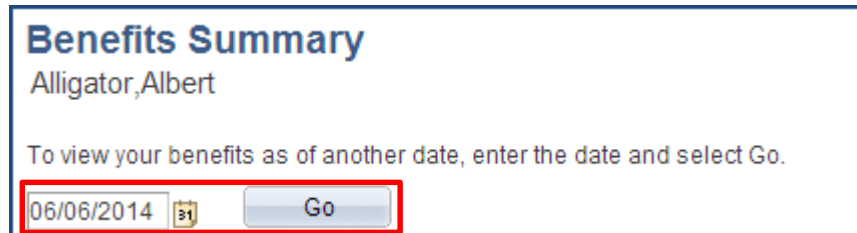
Figure 1: Dependent/Beneficiary Personal Information Screen

7. Click the **Ok** button on the Confirmation page.
8. Click the **Return to Change Current Beneficiaries and Allocations** link.
9. Click on the selection box next to the name of the new beneficiary.
10. Allocate percentage amount for new beneficiary in **new primary** or **new secondary allocation** column.

11. Click the **Update Totals** button to verify the allocations equal 100%.
12. Click the **Return to Life Insurance Main** link to return to the plan's main page.
13. Click the **Return to Employee Summary** link to return to the Benefits Summary page.

Date of Benefits

The benefits information displayed on the Benefits Summary page default to your current benefit elections. The "As Of" date can be changed to a specific date (past or future) when your benefit elections may be different from your current ones.



The screenshot shows a web interface for "Benefits Summary" for "Alligator, Albert". Below the name, there is a text prompt: "To view your benefits as of another date, enter the date and select Go." Below this prompt is a date input field containing "06/06/2014" with a calendar icon to its right, and a "Go" button. A red rectangular box highlights the date input field and the "Go" button.

Figure 2: Benefits Summary Page, Date of Benefits