Medical Insurance is offered through UnitedHealth Care and administered by Gallagher Koster. Below are the steps to submit your application for enrollment into the medical insurance.

- Go to: www.gallagheerkoster.com/floridausystem
- Select the University of South Florida logo located on the right side of the screen
- In the menu bar located on the left side, select Postdoc Enroll
- As a new enrollee, you will need to create an account login before permitted to enroll into medical insurance. Please fill in the Create Account information and click the “Create Account” button. If the user name you have selected is not taken the account will be created. If it is taken, please return back and choose a different user name.
  - If you do not know your U# (Uxxxx-xxxx), you can locate it here. Please select the “Lookup your USF ID Number” link
- Once the account login has been created, please select Postdoc Enroll
- Next, select the green button to continue to the enrollment application
- Once the application populates, fill in the appropriate fields to enroll into the medical insurance. If enrollment is only needed for the Postdoc, fill in only your information. If you wish to carry dependents on your coverage, please fill in the appropriate fields to add them to the coverage.
- At the bottom of the application there will be a check box stating you wish to purchase the insurance; Please check the box
- Click the Submit Form button
- Confirm the information you have entered is correct
- Once you have confirmed your entries, click the Confirm Submission button
- Your confirmation page will populate; Please print this page for your records.

**Please Note:** If you are an international Postdoctoral Scholar, and will require the insurance to start sooner than the first day of the month following your election, please contact your USF Service Center Benefits Representative in HR.