


Account Login and Enrollment Instructions for USF Students (GATARA)

For Returning USF Students (that have an existing Gallagher Student account)

1. Go to www.gallagherstudent.com/usf.
2. Under 'Profile', enter the email address used to create your account and click on LOG IN.
3. Confirm your student status on the Registration Review page.

For New USF Students (that do not have an existing Gallagher Student account)

1. Go to www.gallagherstudent.com/usf.
2. Under 'Profile', click on SIGN UP and complete the user registration form.

 Student Health & Special Risk

User Registration

Please complete the form below to sign up for a new account.

Disclaimer: USF no longer offers a Voluntary plan. For more information, please contact the USF Student Health Services Insurance Office at (813) 974-5407 or by email at insurance@shs.usf.edu.

* indicates field is required

First Name*

Last Name*

Date of Birth*

Gender*

Local Address:
Address Line 1*

Address Line 2

City*

State*

ZIP Code*

Country*

Email Address*

Personal Email


UID*

Password*

Confirm Password*

NEXT

Select **GA-TA-RA Graduate Employee** for your student category.

 Student Health & Special Risk

Are you a domestic or international student?*

What is your student category?*

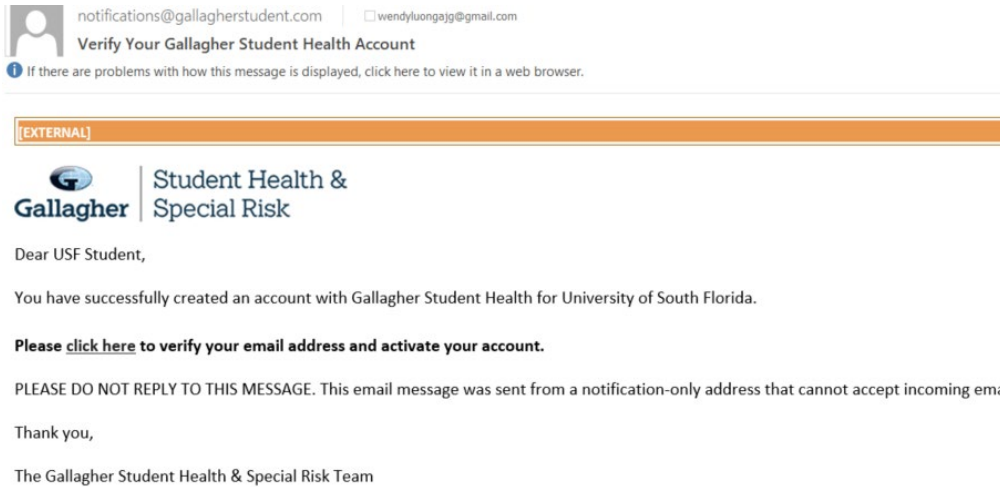
Please note, you need an offer letter in order to complete this registration process. If you have not received an offer letter for your Graduate Assistant appointment, please contact your department for further assistance. Please exit out of this registration process.

Job Code*

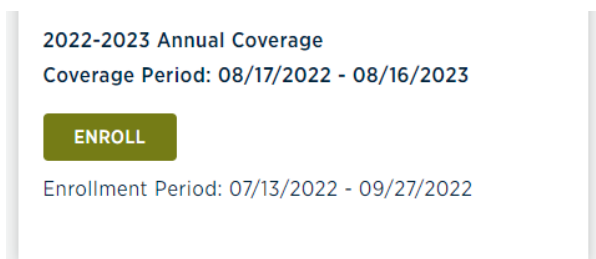
Please select your campus*

CREATE AN ACCOUNT

3. Look for email from Gallagher to verify your email address and activate account. Click on link within email and it will take you directly to your newly created Gallagher Student account.



4. Once on your student dashboard, you will see the Enroll option for each coverage option available. Click on the Enroll button to complete your enrollment to purchase coverage.



Plan Enrollment Submit or Cancel

i Disclaimer

- o Coverage will be effective the first date of the coverage period when Gallagher Student Health receives the correct premium payment within the enrollment deadline. You must submit your enrollment form by the enrollment date. Timely payments are your responsibility.
- o By submitting this form, I acknowledge the following:
 - o I have carefully read the plan information and elect to enroll in the coverage.
 - o I meet the eligibility requirements for this coverage as described in the plan information.
 - o If I do not complete my offer appointment and have paid claims and/or are mandated to carry health insurance, I understand the policy cannot be cancelled and I will be responsible for the remaining premium.
 - o Other than for eligibility reasons, my premium payment is non-refundable.

By checking this box, I agree to the terms and declarations of this form. *

Add/Review Dependents

Dependent Spouse / Partner

i Add dependent by clicking the 'Enroll Spouse/Partner' button and 'Add Spouse/Partner' link to the right.
[Enroll Spouse/Partner](#)

Dependent Children

i Add dependent by clicking the 'Enroll Child' button and 'Add Child' link to the right.
[Enroll Child](#)

* Check box under Disclaimer and add dependent(s) if any



Enroll in Available Insurance Plans

- Select the Coverage in which you wish to Enroll under Available Plans.
- Check your plan documents or student account for premium information.

IMPORTANT: Please make sure to click each available plan below and select the desired Enrollees. Any premium not collected by Gallagher is handled by your school and may be billed to you on your tuition/bursar bill depending on your school's policy

Available Plans

Coverage Name	Start Date	End Date	Insurance Premium	Due to Gallagher	Total Due Today
2022-2023 Annual Coverage	08/17/2022	08/16/2023	\$0	\$0	\$0
2022-2023 Fall Coverage	08/17/2022	12/31/2022	\$0	\$0	\$0
2022-2023 Early Arrival 1 Coverage	07/18/2022	08/16/2022	\$0	\$0	\$0
2022-2023 Early Arrival 2 Coverage	07/25/2022	08/16/2022	\$0	\$0	\$0
2022-2023 Early Arrival 3 Coverage	08/01/2022	08/16/2022	\$0	\$0	\$0
2022-2023 Early Arrival 4 Coverage	08/08/2022	08/16/2022	\$0	\$0	\$0

* Click on the coverage name(s) you wish to enroll.

Plan Enrollment
Save and Continue or Cancel

Select Individuals to Enroll

- Select the individuals you wish to enroll by checking the box next to their name. Adding individuals may affect the pricing for the coverage.
- When finished, click the 'Save and Continue' button at the top right corner to return to the Plan Enrollment.
- Enroll in additional insurance plans, if applicable.

Yourself

Coverage Pricing Details

Coverage Name	2022-2023 USF Student Health Plan - GA/TA/RA, Department Payee and Post Doc
Coverage Period	8/17/2022 - 8/16/2023
Individual Cost	\$3,062.00
Transaction Fee for Credit/Debit Card Payments	\$15.00
Transaction Fee for eCheck Payments	\$5.00

Select	Payment Type	Description
<input checked="" type="radio"/>	Pay in Full	Pay the full amount in this transaction

* Check box to enroll Yourself (and your dependents). They will be displayed, if added.

* You do not need to pay at the time of enrollment.

* Click Save and Continue in upper right corner.

Plan Enrollment
Submit or Cancel

- Select the Coverage in which you wish to Enroll under Available Plans.
- Check your plan documents or student account for premium information.

IMPORTANT: Please make sure to click each available plan below and select the desired Enrollees. Any premium not collected by Gallagher is handled by your school and may be billed to you on your tuition/bursar bill depending on your school's policy

Available Plans

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2022-2023 Early Arrival 1 Coverage	07/18/2022	08/16/2022			
2022-2023 Early Arrival 2 Coverage	07/25/2022	08/16/2022			
2022-2023 Early Arrival 3 Coverage	08/01/2022	08/16/2022			
2022-2023 Early Arrival 4 Coverage	08/08/2022	08/16/2022			

Total cost of all coverage, including dependents (if applicable) ⓘ

Total cost billed to you

Total cost due today



Complete Enrollment process

- Click the 'Submit' button in the top right corner to save enrollment. You will receive an email confirmation.

* Click Submit in upper right corner.

* You will receive an enrollment confirmation email.