

WELFARE FUND ENROLLMENT

Quick-start guide:

- If necessary, create an account at UFT.org
- Validate your email, and login
- Once logged in, click on My Account
- In the My Account portal, navigate down to Enroll in the Welfare Fund
- Fill out the six part form
- You must select beneficiaries
- If necessary, add spouse or domestic partner including required information (name, DOB, etc.)
- If necessary, add dependents and required information (name DOB, etc.)
- At the end of the process, you will be given the option to upload any necessary required documentation

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In-depth guide:

As an in-service UFT represented employee, you are entitled to premium-free health insurance and an array of UFT Welfare Fund administered supplemental health benefits that include prescription drugs, dental care, optical coverage and more.

As an eligible retiree, you are entitled to premium-free health insurance and an array of UFT Welfare Fund administered supplemental health benefits that include dental care, optical coverage, drug rider reimbursement and more.

[UFT.ORG Sign Up](http://UFT.ORG)

In order to enroll for WF benefits, you must have an account at UFT.org. Click on “Login | Sign Up”.

If you already have an account, login with your username and password.

If you don't have an account and you're a new user, please create an account.

Enter a username or an email address (keep in mind, this cannot be a DOE email address), and create a password. Your password must contain at least 8 characters, one number, and one capital letter.

Enter the zip code where you receive UFT correspondence, then click “Create New Account”.

Check your mailbox for an email from the UFT to validate your email address and account. Please click on the “Validate” button in your email. This should bring you back to the website. The link expires in fifteen minutes.

If you have already gone through the process of enrolling in the UFT.org website, you just have to login with your *username or email and password*.

Once you have logged in, click “My Account” at the top right if necessary.

Enroll in The Welfare Fund

Once you have validated your email, you have the options to “Enroll in the Union”, “Enroll in the UFT Welfare Fund”, and “Verify Your Identity”.

Click “Enroll in the Welfare Fund”.

Enrolling in the Welfare Fund is an easy six-step process. You will securely enter your social security number, date of birth, gender,

marital status, and address. You will be given the opportunity to add a spouse, domestic partner, dependents and beneficiaries.

SECTION B – Select Assignment and Job Title

Section B allows you to select your most recent assignment by borough and school. If you're unsure, click "Unknown". You can also select your Job Title.

Section C – Beneficiaries

In Section C, you can (use must or add none?) select a beneficiary. If you don't want to name a specific beneficiary, you can choose no named beneficiaries. You can change this at a later time. If you select more than one beneficiary, it should total 100%

You can add additional beneficiaries if needed.

Section D – Enroll Spouse or Domestic Partner

Section D allows you to enroll your spouse or Domestic partner – when prompted on the line - Enter the Date of Marriage, name, gender, date of birth, enter your spouse's social security number, birthdate, and if you choose to their employer.

SECTION E – Enroll Dependents

In section E, you can add your dependents. Provide dependent's name, date of birth, social security number, whether or not they are disabled, and their relationship to you. If it is a newborn and you don't have a social security number, please enter your own social security number temporarily then click "Add More Dependents" if necessary to proceed to the next step.

Review

You are given the opportunity to review your enrollment, click on "the

data furnished by me is accurate to the best of my knowledge”.

PENDING and Document Upload

Here your enrollment is pending and you are advised if Additional Documents are needed. You can come back at a later time to upload your documents, if you don't have them readily available. Your enrollment will not go through until we receive these required documents. Next time you log in, just go to “My Account”, click on “Enroll in the Welfare Fund” to upload documents.

See the next video for information on how to upload documents.

Video link:

<https://www.uft.org/news/videos/how-upload-documents-welfare-fund>