
People First – Dependent Certification Process

Each time an employee logs into People First to make an enrollment selection during open enrollment or because of a qualified status change (QSC), he/she must complete the dependent certification process. Employees cannot make any enrollment changes without completing this process.

The Dependent Certification process consists of three sections: Dependent Verification, Dependent Registration and Dependent Certification. These sections are described in detail below.

Login to PeopleFirst.MyFlorida.com to begin the Dependent Certification Process.

Dependent Verification

The Dependent Verification section allows you to verify the information of registered dependents. Complete the following steps to complete this section:

1. Click the **Start** button on the Dependent Certification screen.

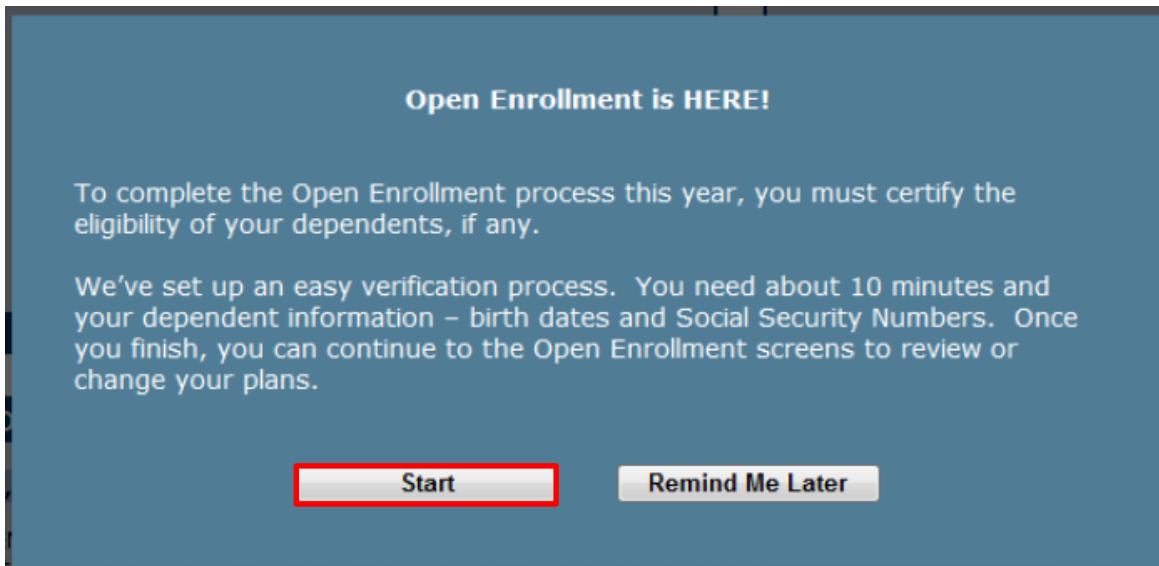


Figure 1: Dependent Certification Screen

Language on this screen is subject to change depending on the reason for enrollment selection changes (i.e. open enrollment, qualified status change).

- Review the information of registered dependents on your state plans. If you have not listed any dependents, you will be directed to the Dependent Registration section of the Dependent Certification process.
- Click **Yes** to confirm the relationship listed between you and the dependent. Click **No** if the relationship information is inaccurate.

My Dependents

Before completing your enrollment, you must certify your dependents. We will walk you through this process for each of your dependents.

We show your first dependent is:

Name	Relationship	Date of Birth	Gender	Social Security Number
Test Spouse	Spouse	02/07/1964	Female	123-45-6789

Your **spouse** is defined as: a person of the opposite sex to whom you are legally married. See Section 741.212(3), Florida Statutes. Based on this definition, is Grace D. your spouse?

Figure 2: Verification of Relationship Status to Dependent

- Click **Yes** to confirm the dependent’s social security number on the next screen. Click **No** to correct any errors if the social security number is inaccurate.

For dependents without a social security number you must call the People First service center to complete this process. Phone number: (866) 663-4735. Service Center hours are Monday through Friday, 8:00 a.m. to 6:00 p.m. ET. TTY users call (866) 221-0268.

My Dependents

Name	Relationship	Date of Birth	Gender	Social Security Number
Test Spouse	Spouse	02/07/1964	Female	123-45-6789

Verify your dependent information. If your dependent has not been issued a Social Security Number or any other information is incorrect, you must call the People First Service Center at 1-866-663-4735 before you can complete your enrollment. Service Center hours are Monday through Friday, 8 a.m. to 6 p.m. ET.

Is the Social Security Number correct?

Figure 3: Verification of Social Security Number of the Dependent

You have now completed the Dependent Verification process for one dependent. You will be asked to repeat these steps for each registered dependent.

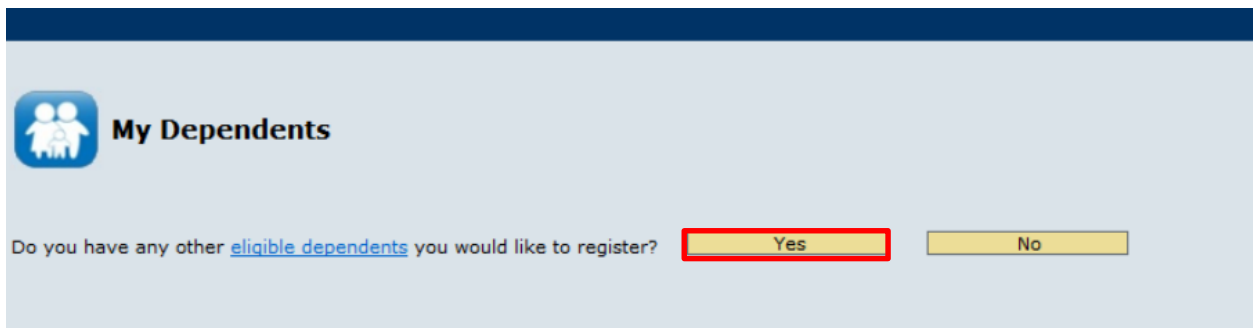
Dependent Registration

Once an employee has completed the Dependent Verification section for all registered dependents, he/she will be given the opportunity to add dependents that have not been registered in the state plans found on the People First portal.

To register a dependent, you must have the following information:

- First and last name
- Date of birth
- Social security number
- Gender

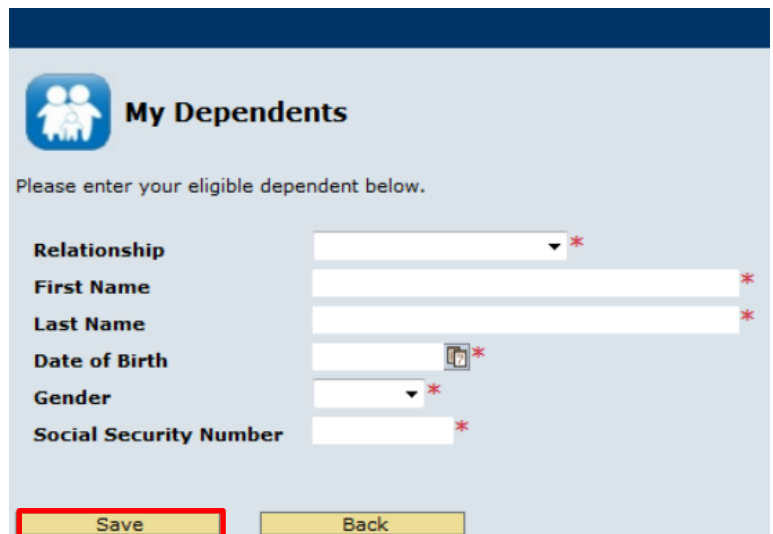
5. Click **Yes** in the My Dependents screen to register other eligible dependents after the verification process.



The screenshot shows the 'My Dependents' section of a web portal. It features a blue header with a family icon and the text 'My Dependents'. Below this, a question asks, 'Do you have any other [eligible dependents](#) you would like to register?'. Two buttons are provided: 'Yes' (highlighted with a red border) and 'No'.

Figure 4: Registering New Dependents

6. Enter the dependent's information on the relationship, name, date of birth, gender, and social security fields.



The screenshot shows the 'My Dependents' form for adding a new dependent. It includes a blue header with a family icon and the text 'My Dependents'. Below the header, it says 'Please enter your eligible dependent below.' The form contains the following fields: 'Relationship' (dropdown menu), 'First Name' (text input), 'Last Name' (text input), 'Date of Birth' (text input with a calendar icon), 'Gender' (dropdown menu), and 'Social Security Number' (text input). Each field has a red asterisk indicating it is required. At the bottom, there are two buttons: 'Save' (highlighted with a red border) and 'Back'.

Figure 5: Adding Required Information for a New Dependent

7. Click the **Save** button to register new dependent. Repeat the process for each new dependent you wish to include in your state plans (*Refer to Figure 5*).
8. Click **OK** on the Dependent Registration reminder pop up.

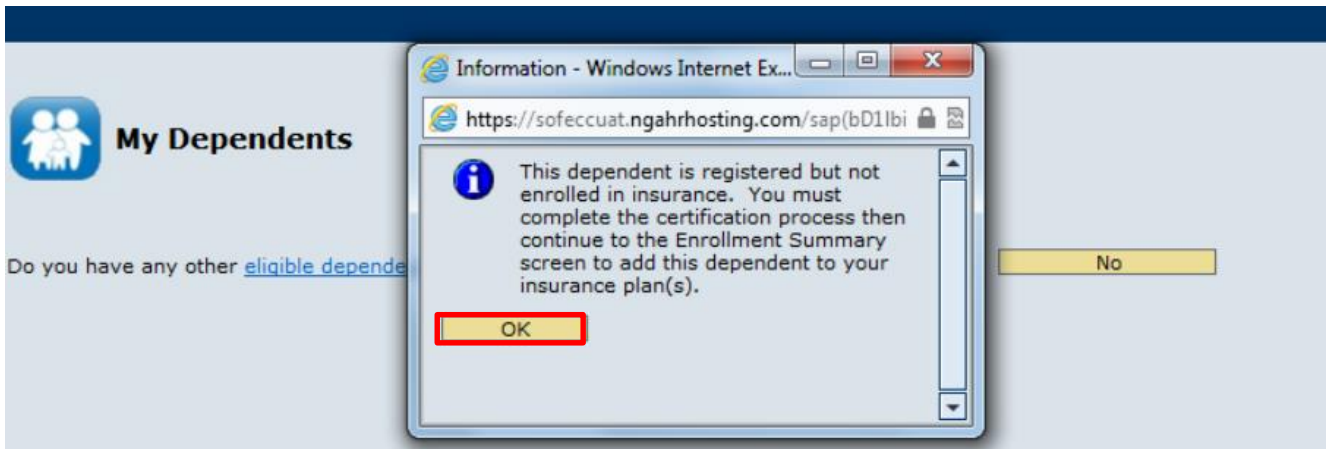


Figure 6: Pop up Reminder for Enrollment

The pop up reminds you that a dependent registered is NOT added to any insurance coverage. You must complete the certification process and continue to the Enrollment Summary page to add your registered dependents to an insurance plan.

You have now completed the Dependent Registration process for one dependent. You will be asked to repeat these steps for each new dependent.

Dependent Certification

Once the employee completes both the Dependent Verification and Dependent Registration sections, the employee will be taken to the Dependent Certification page. On the Dependent Certification page the employee will be presented with a summary of all registered dependents, and asked to certify all the information displayed is correct.

Dependents that are end dated through open enrollment will be shown with a Coverage End Date of 12/31/current year. For dependent records that are end dated during a qualifying status change, the Coverage End Date will show the first day of the month that a payroll deduction has not been processed.

9. Review the information for each dependent you have registered and verified.
10. Enter your People First password and select the **Certify** button to complete the Dependent Certification process.

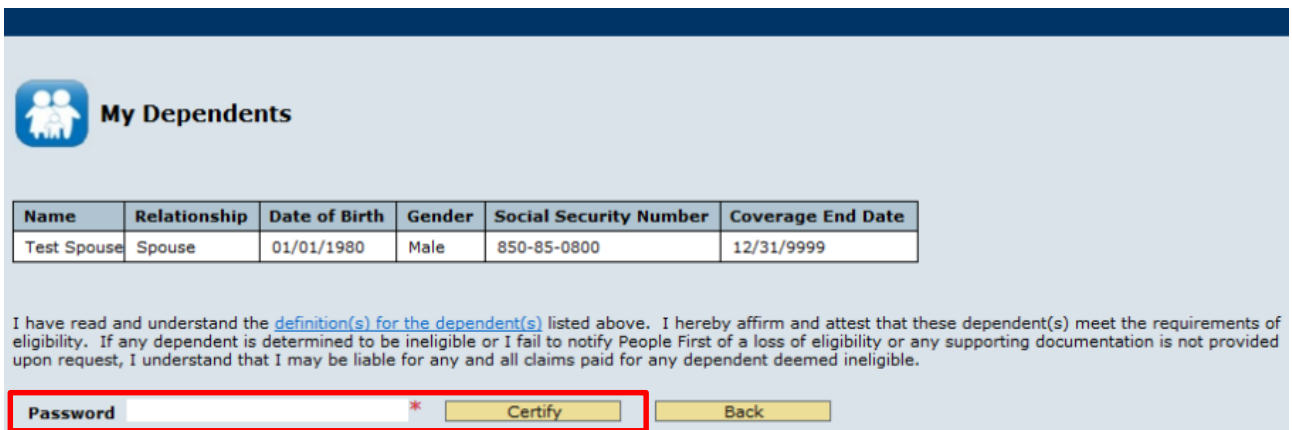


Figure 7: Dependent Certification Screen

Once you reach this page, the Dependent Certification is closed. You will no longer be asked to complete the certification process upon logging into the People First portal.

11. Click the **Enroll Now** button in the Thank You screen to enroll your dependents. Click the **Enroll Later** button if you would like to take action later.

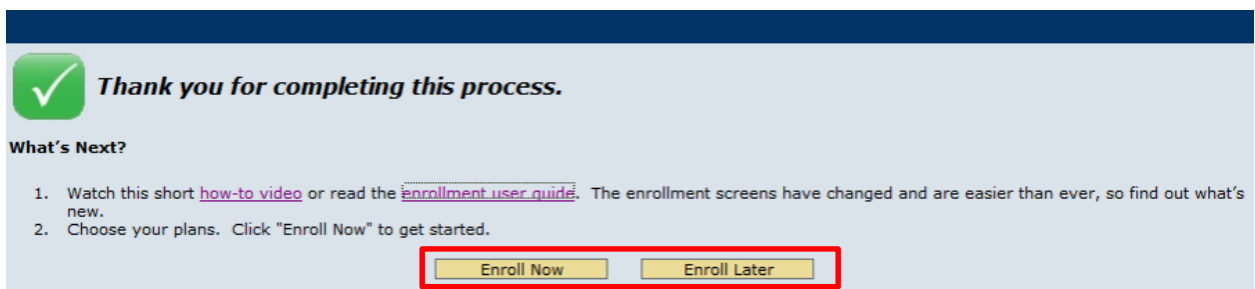


Figure 8: Thank You Screen