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).
2. 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.

3. Click Yes to confirm the relationship listed between you and the dependent. Click No if the relationship information is inaccurate.

4. 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.

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.

![Figure 4: Registering New Dependents](image)

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

![Figure 5: Adding Required Information for a New Dependent](image)
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](image)

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](image)

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](image)