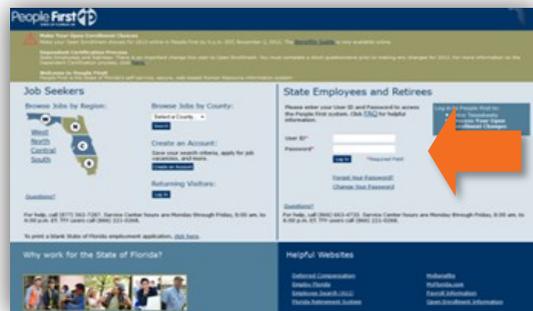


# Enrolling in People First - State of Florida Benefits

**Step 1:** Log on to <https://peoplefirst.myflorida.com>. Certain web browsers are not supported on this site. Disable the pop up blocker on your browser before you begin.

**Step 2:** Enter your ID & password. Upon hire, People First will mail you an ID number once you are in the UF payroll system. Current employees should use the ID issued. If you have not established a password before use:

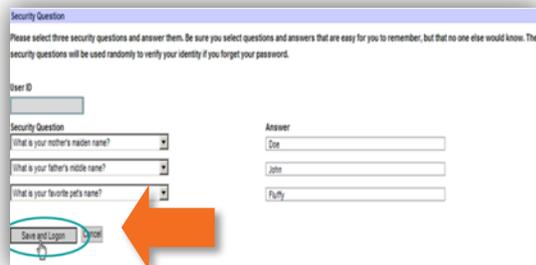
The letters "PF" and your date of birth (MMDDYY)  
Example: Date of birth is August 15, 1967 use -- Pf081567



**Step 3:** Change your password. Click on the [People First Password Guidelines](#) link and review. Passwords must follow the delineated criteria to be approved.

**Step 4:** Complete three security questions after your password is reset. Click the "Save and Logon" button to proceed with enrollment.

**Lost or forgot your password?** Return to the log on page (step 1) and click the "Forgot Password" link to validate your security questions. Once complete, reset your password.

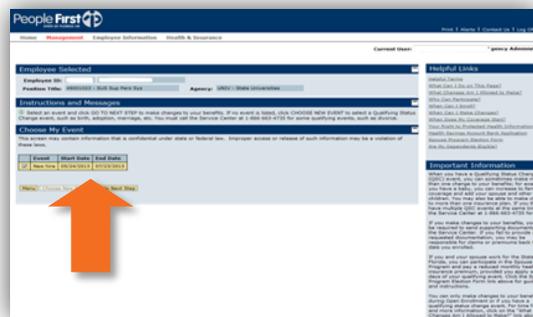


**Step 5:** Select [Change My Benefits](#) link to begin your enrollment. You may view your benefits summary, premium history, dependent information, etc. by accessing the links on this page any time during the year.



**Step 6:** Click the [Go to Next Step](#) button to proceed. This screen displays your event (hire, open enrollment, etc.) and your deadline to enroll in benefits.

**Step 7:** The next few screens allow you to register/validate eligible dependents if applicable. Name, birth date, social security number, etc. are required for each entry. This list is used later to attach dependents onto your plans. Detailed instructions can be found in the [People First—Dependent Certification Process](#) guide. (If enrolling in individual coverage skip this section and go to the next step).



**Step 8:** Click [Add](#) to select a plan or [Cancel](#) to remove a plan. Select dependents for each plan if applicable.

**Step 9:** Verify your selections and any dependents if added. Coverage is assigned based on the payroll cycle. Health is the only plan that provides an option to request an earlier coverage date for new hires. Submit any premiums due to the address provided in People First.

**Step 10:** Enter your password and click the [Complete Enrollment](#) button to finalize your elections. No other changes are permitted until the next open enrollment period or if you have a qualified event. Print the confirmation sheet for your records.

Note: You should not attempt to use coverage until you receive your member cards from the provider.



People First Phone Number: 1-866-663-4735