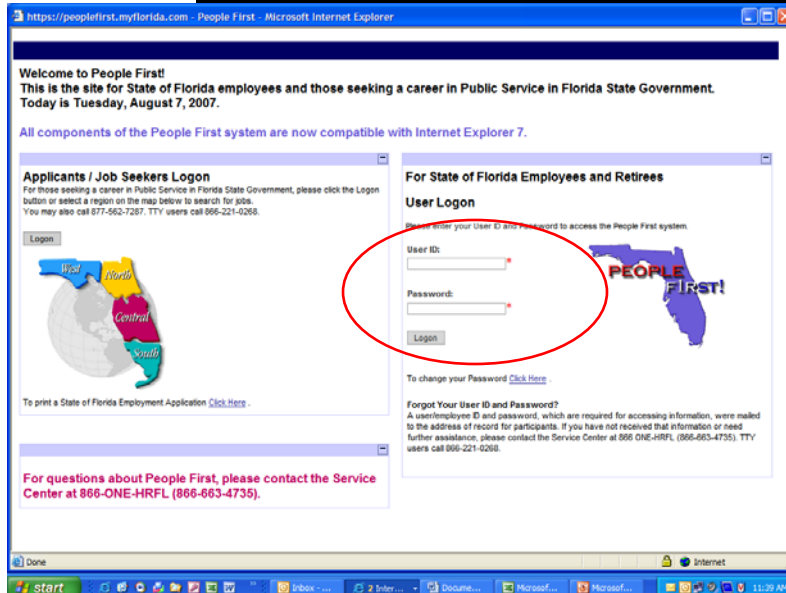
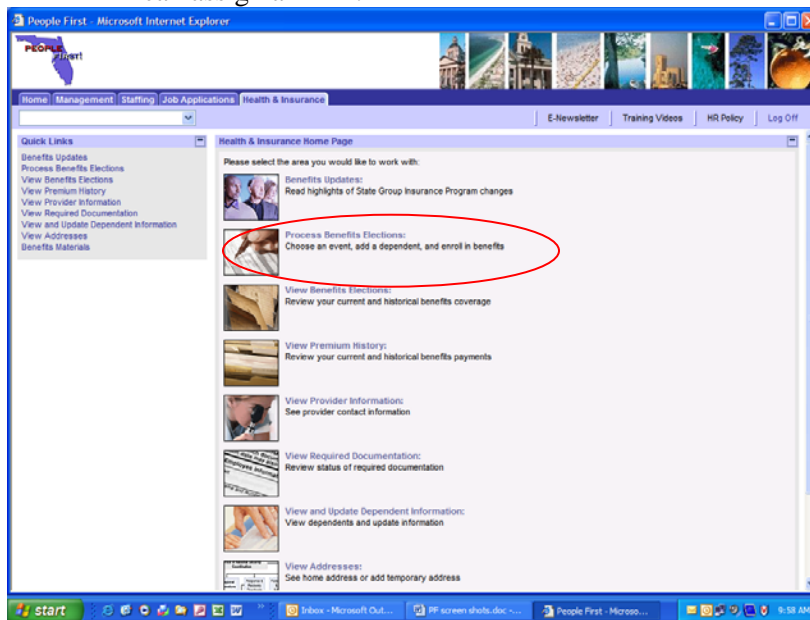


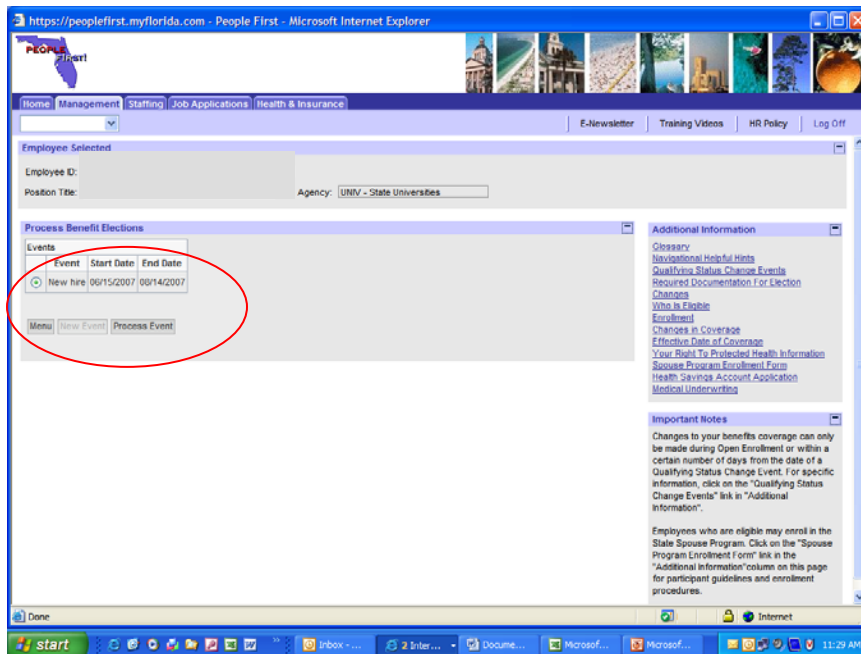
## Enrolling for Your Benefits via People First



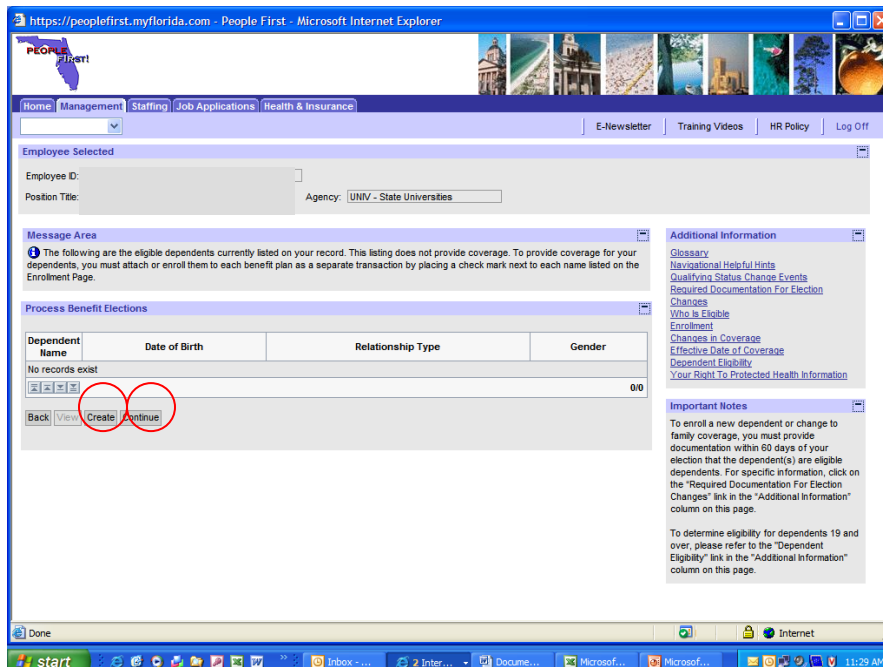
1. Log on to People First (PF) website at <https://peoplefirst.myflorida.com>.
  - o Certain web browsers are not supported by this site. Pop-Up blockers must be disabled when using this website or hold down the Control and Enter keys when completing certain actions -- such as view details.
2. Sign on with your PFID (not your UFID) and password (call PF at 1-866-663-4735 if your PFID and password are unknown). Employees who have a PFID but have never established a password may try a default password which starts with zero (0) and your date of birth (0MMDDYY). Example – date of birth August 15, 1967 would be 0081267. You'll then be prompted to create a new password.
  - Important Note: New hire appointments must first be processed in the UF payroll system before PF can assign a PFID.



3. On your PF home page click the Process Benefits Election link.



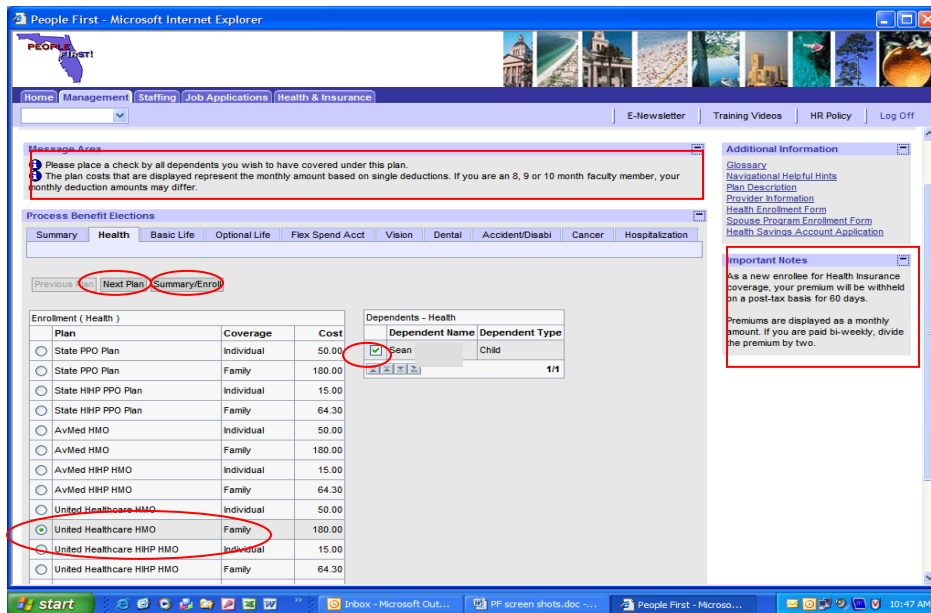
4. New Hire and Open Enrollment events will automatically display on the screen. For Qualified Status Changes (QSC) click new event, select appropriate QSC, click calculate last processing date, then save. To advance to the next step click Process Event Button.



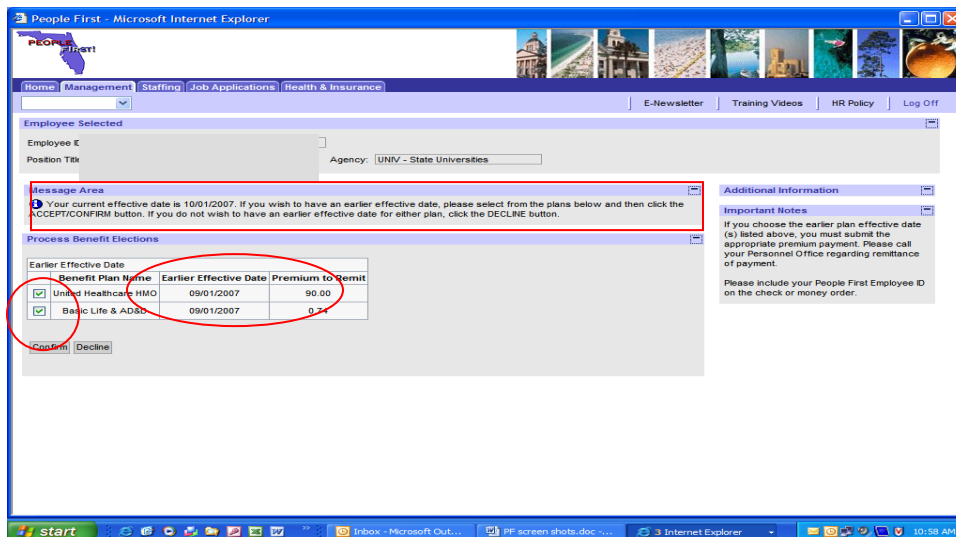
5. Click the Create Button to enter each of your dependents. (If enrolling in Individual Coverage for all your plans, skip this step)
6. Click the Continue Button.

7. Complete dependent data for each family member that will be covered by your plans and click the save button. (If enrolling in Individual Coverage for all your plans, skip this step)
8. Click the Continue Button.
  - **Note:** This section is designed to capture dependent data and does not enroll them into a particular plan

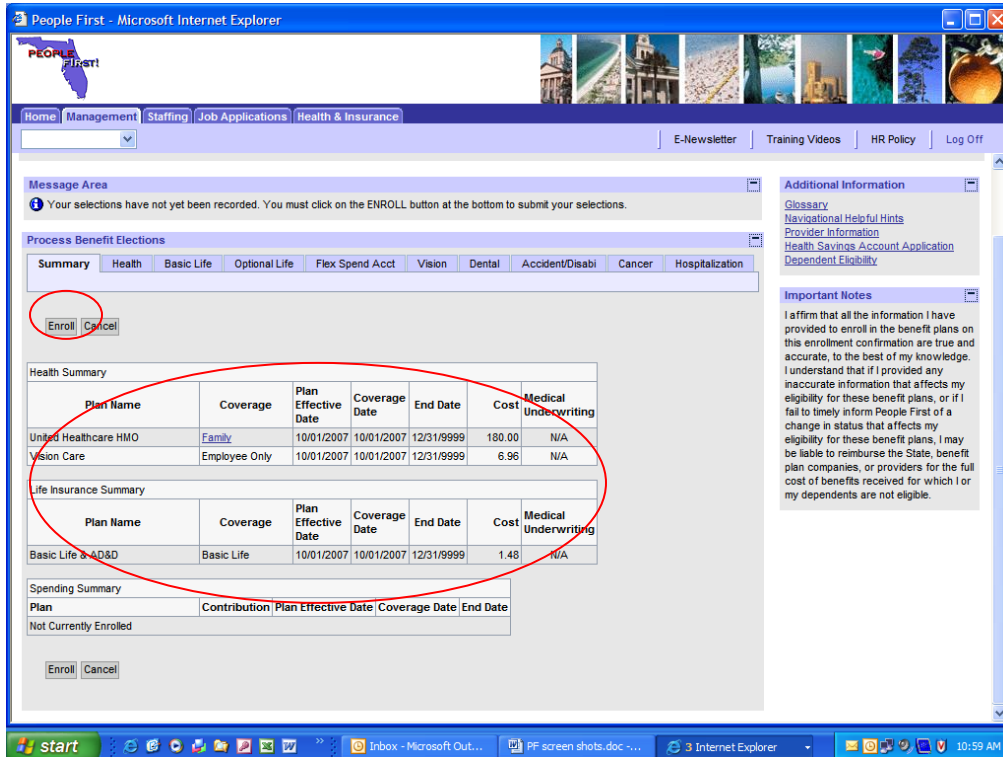
9. Navigate to the plans you wish to enroll in by selecting the specific tabs.



10. Select Plan -- either Individual or Family coverage. (For family coverage, be sure to select all dependents that should be covered)
11. Click on the Next Plan Button to select other plans.
12. Once you've selected all of your plans, click the Summary Enroll Button.
13. Review the Message Area or Important Notes on each screen for additional information or reminders.

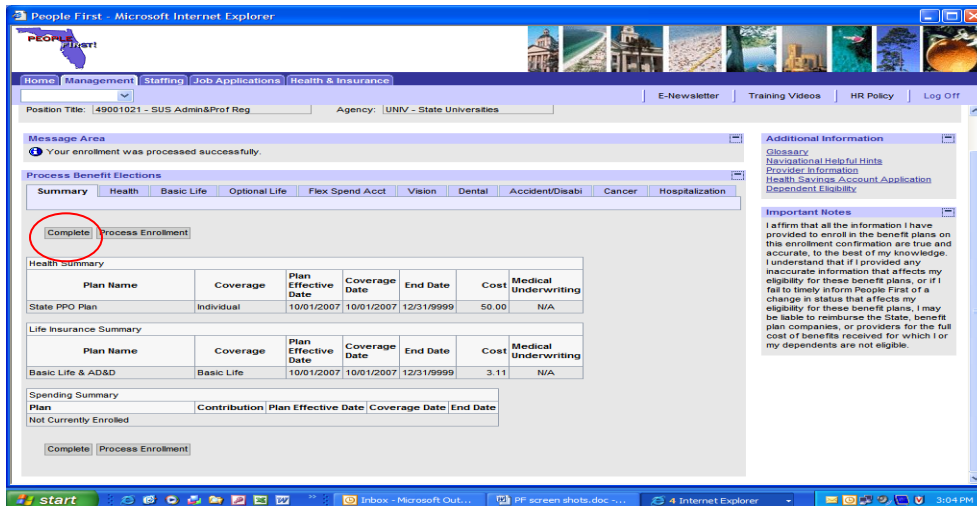


- Based on hire or QSC dates, payroll cycle, and when you enroll, the system automatically generates the earliest effective date the coverage can begin. Open Enrollment elections are effective January 1st of the following year.
  - The Message Area will indicate your normal effective date OR
  - You may select the early effective date displayed in the box, by selecting the plan
    - Contact University Benefits if you would like an early effective date
    - Early effective dates can only be requested on Health and Basic Life plans
14. Click the Confirm Button or Decline Button based on your preference.



15. Review plan information carefully for accuracy.

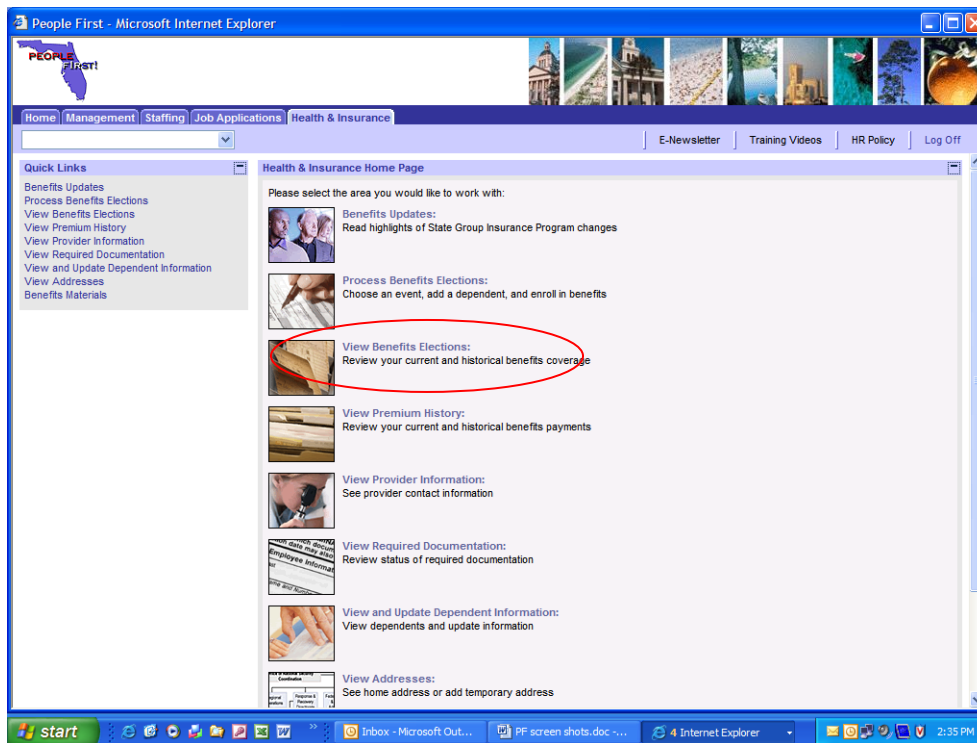
16. Click the Enroll Button. (If you need to edit a selection, click Cancel or select the Plan Tabs. Once your change is made, click the Enroll Button again)



17. When satisfied with all your enrollments click the Complete Button

- Important Notes:
- For any changes after you've clicked Complete, contact the People First Service Center at 866-663-4735.

- Print the benefits confirmation statement for your records. With subsequent changes on-line an additional confirmation statement may not display. To view/confirm elections return to main menu and select View Benefits Elections link. Enter plan effective date and click view details.
- **Always keep a copy of your on-line enrollment as back up documentation.**
- Remember to mail or fax in Dependent documentation such as marriage and birth certificate within 60 days of your coverage date.
- For coverage under Blue Cross, Blue Shield, don't forget to submit your Certificate of Creditable Coverage to request a pre-existing condition waiver. Certificates are generally sent by your former health provider when you terminate coverage. Contact your former health plan if you have not received one. Certificates are not needed for changes to Blue Cross during an annual Open Enrollment period.
- Write your name and PFID on each document. Mail or fax your documents to PF at 904-828-6092.



- To review other plan information go to your PF home page and click on Benefits Elections
- You may also view other links such as plan and premium summaries, provider information, required documentation, benefits materials such as brochures and forms, etc.

Questions? Call or email University Benefits at 392-2477 or [benefits@ufl.edu](mailto:benefits@ufl.edu)