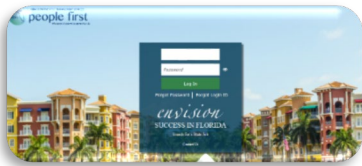
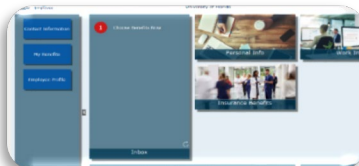


# PEOPLE FIRST STATE OF FLORIDA BENEFITS NEW HIRE ENROLLMENT INSTRUCTIONS

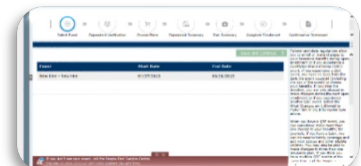
People First Service Center: 1-866-663-4735 Monday through Friday, 8 a.m. to 6 p.m. E.T.



① **log on:** <https://peoplefirst.myflorida.com>  
**People First ID** (mailed by People First)  
and **Password** (first Log On PfMMDYY –  
**Example:** Date of Birth is August 15,  
1967; initial log on Pf081567)



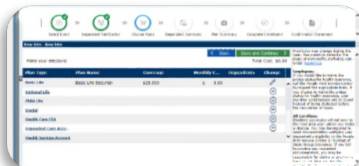
② **Employee Landing Page** – Choose  
Benefits Now (Inbox)



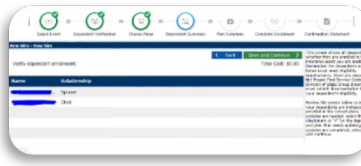
③ **Click New Hire** – Save and Continue



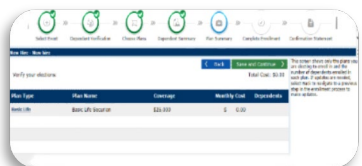
④ **Dependent Verification** - click on  
register a new dependent (+) sign to add  
dependents: add Relationship; First  
Name; Last Name; Date of Birth and  
Gender – Save and Continue



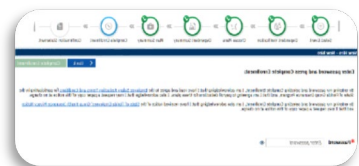
⑤ **Choose Plans** – click the (+) to add plans–  
use the drop down arrow to choose the  
new election.  
– Save



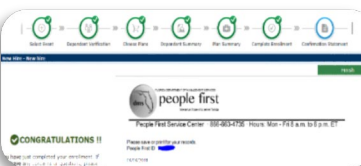
⑥ **Dependent Summary** - Review this  
screen to ensure your dependents are  
enrolled in the correct plans. - Save and  
Continue.



⑦ **Verify your elections** – Save and  
Continue



⑧ **Enter Password** – Complete Enrollment



⑨ **Confirmation Statement** – Print or Save  
Confirmation Letter - Finish