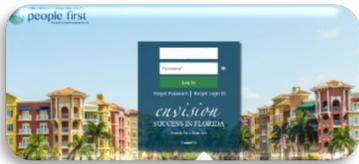


PEOPLE FIRST STATE OF FLORIDA BENEFITS NEW HIRE ENROLLMENT INSTRUCTIONS

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:** PeopleFirstMMDDYYYY!
(8-digit birthdate)

*Example for birthdate March 1, 1980:
PeopleFirst03011980!*



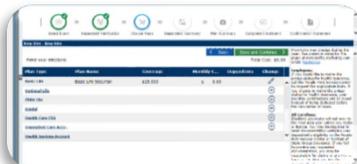
② **Employee Landing Page** – Choose
Benefits Now (Inbox)



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



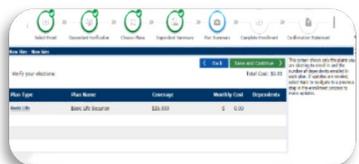
④ **Dependent Verification** - click on
register a new dependent (+) sign to add
dependents: add Relationship; First
Name; Last Name; Date of Birth and
Gender – Save and Continue



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