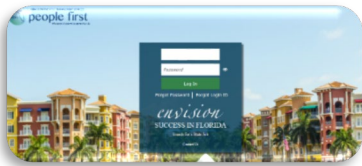
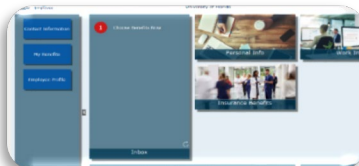


PEOPLE FIRST STATE OF FLORIDA BENEFITS OPEN ENROLLMENT ENROLLMENT INSTRUCTIONS

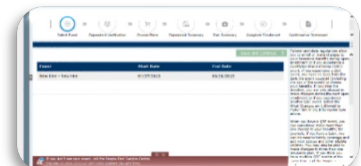
People First Service Center: 1-866-663-4735 Monday through Friday, 8 a.m. to 6 p.m. E.T.



① **log on:** <https://peoplefirst.myflorida.com>
People First ID (available in myUFL at Main Menu->My Self Service->Benefits ->PFID & Beneficiary Info) and **Password** (reset if needed)



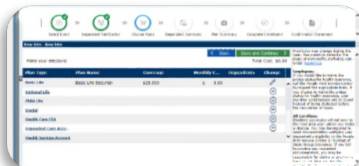
② **Employee Landing Page** – Choose **Benefits Now (Inbox)**



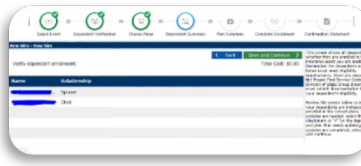
③ **Click Open Enrollment** – Save and Continue



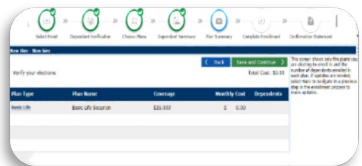
④ **Dependent Verification** - click on register a new dependent (+) sign to add dependents: add Relationship; First Name; Last Name; Date of Birth and Gender – Save and Continue



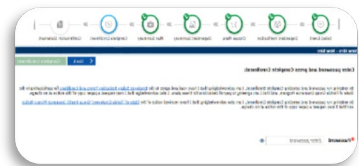
⑤ **Choose Plans** – click the (+) to add plans– use the drop down arrow to choose the new election. – Save



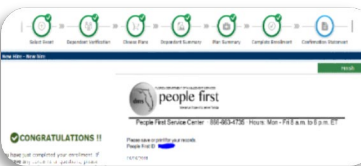
⑥ **Dependent Summary** - Review this screen to ensure your dependents are enrolled in the correct plans. - Save and Continue.



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



⑧ **Enter Password** – Complete Enrollment



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