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| **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 PfMMDDYY – **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 |