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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
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| **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.
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| **⑦** * **Verify your elections** – Save and Continue
 | **⑧** * **Enter Password** – Complete Enrollment
 | **⑨** * **Confirmation Statement** – Print or Save Confirmation Letter - Finish
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