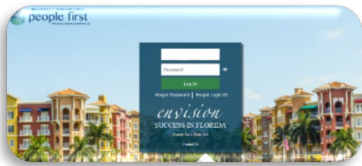
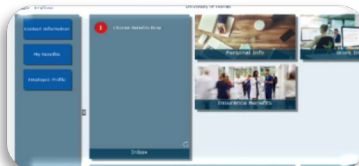


# PEOPLE FIRST STATE OF FLORIDA BENEFITS OPEN ENROLLMENT INSTRUCTIONS

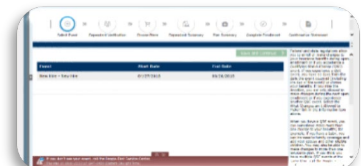
People First Service Center: 1-866-663-4735 Monday through Friday, 8 a.m. to 6 p.m. E.T.



① **log on:** <https://peoplefirst.myflorida.com>  
**People First ID (will be mailed to you)**  
**and Password default Pfmmdy**



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

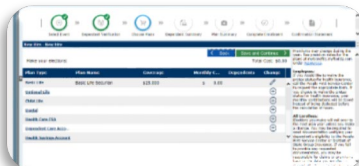


③ **Click Open Enrollment – Save and Continue**

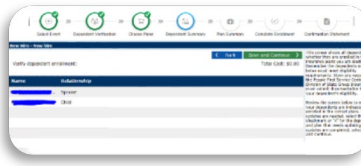


④ **Dependent Verification** - click on register a new dependent (+) sign to add dependents: add Relationship; First Name; Last Name; Date of Birth; SS# and Gender – Save and Continue

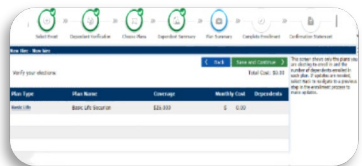
You will need to provide any documents required for your dependents.



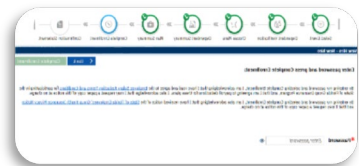
⑤ **Choose Plans** – click the (+) to add plans– Scroll down to see all benefits you're eligible for. Choose your elections. – Save



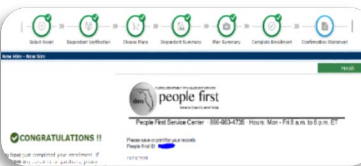
⑥ **Dependent Summary** - Review this screen to ensure your dependents are enrolled in the correct plans. - Save and Continue.



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



⑧ **Enter Password** – Complete Enrollment



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