Benefits Enrollment Tutorial – People First

Step 1: Log on to https://peoplefirst.myflorida.com. Certain Internet browsers are not supported on this site. For a list of all supported Internet Browsers click here. Be sure to disable the pop up blocker on your browser before you begin.

Step 2: Enter your People First ID (not the same as your UCF employee ID) & password (default password for all first time users). Upon hire, People First will mail you an ID number once you are in the UCF payroll system. Current employees should use the ID issued. If you have not established a password before, use your first-time user default password:
First-Time User Default Password
The letters “Pf” and your date of birth (MMDDYY)
Example: Date of birth is March 07, 1988 use – Pf030788

Step 3: Change your password. Click on the People First Password Guidelines link and review. Passwords must follow the delineated criteria to be approved. Passwords expire every 90 days.

Step 4: Complete three security questions after your password is reset. Click the “Save and Logon” button to proceed with enrollment. Lost or forgot your password? Return to the log on page (step 1) and click the “Forgot Password” link to validate your security questions. Once complete, reset your password.
Step 5: Select Change My Benefits link to begin your enrollment. You may view your benefits summary, premium history, dependent information, etc. by accessing the links on this page at any time during the year.

Step 6: Click the Go to Next Step button to proceed. This screen displays your event (hire, open enrollment, qualifying status change event) and your deadline to enroll in benefits.
**Step 7:** The next few screens allow you to register/validate eligible dependents if applicable. Name, birth date, social security number, etc. are required for each entry. This list is used later to add dependents to your plan(s).

**Step 8:** Click Add to select a plan or Remove to delete a previously selected plan. Select dependents for each plan if applicable.

**Step 9:** Verify your selections and any dependents if added. Coverage is assigned based on the payroll cycle. Health insurance is the only plan that provides an option to request an earlier coverage date for new hires (early effective date not included for supplemental plans such as dental and vision). Deductions will be withdrawn automatically by the University’s Payroll Department. If a pay period in which insurance premium deductions have been withdrawn has already passed, then you will be notified via e-mail by the Benefits department to submit your premium(s) to People First.
Step 10: Enter your password and click the Complete Enrollment button to finalize your elections. No other changes are permitted until the next open enrollment period unless you have a qualifying status change event. Print the confirmation sheet for your records.

Note: You should not attempt to use coverage until you receive your member cards from the provider. You will receive an additional card for prescription drug coverage if it applies to you, by CVS Caremark via mail once a full month’s premiums have been paid.