

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

The screenshot displays the People First website interface. At the top, there is a navigation bar with the People First logo and a link to the State Employee Adoption Benefit Program. Below this, there are two main sections: "Job Seekers" and "State Employees and Retirees".

Job Seekers: This section includes a "Browse Jobs by Region" map of Florida divided into West, North, Central, and South regions. It also features a "Browse Jobs by County" dropdown menu with a "Search" button. Below this, there is a "Create an Account" section with a "Create an Account" button and a "Returning Visitors" section with a "Log In" button. A "Questions?" link is also present.

State Employees and Retirees: This section prompts users to enter their User ID and Password to access the system. It includes a "Log In" button and a "Required Field" indicator. There are also links for "Forgot Your Password?" and "Change Your Password". A "Log in to People First to:" box lists options: "Enter Timesheets", "Check Benefits", "Update Address", and "View Leave Balances".

At the bottom of the page, there are sections for "Why work for the State of Florida?" with a photo of employees, and "Helpful Websites" listing links for "Deferred Compensation", "Employ Florida", "Employee Search (411)", "Florida Retirement System", "MyBenefits", "MyFlorida.com", and "Payroll Information". A footer contains links for "Privacy Policy", "Accessibility", and "E-Verify".

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.

The screenshot shows the PeopleFirst State of Florida HR website. The navigation bar includes Home, Management, Employee Information, and Health & Insurance. The 'Health & Insurance' dropdown menu is open, with 'Change My Benefits' circled in red. Other menu items include Benefit Premium history, Benefits Materials, General Benefits Information, Insurance Companies, My Benefits, My Dependent Information, and Confirmation Statement. The page also features sections for My Home Page, My Quick Links, Helpful Websites, and Announcements.

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.

The screenshot shows the 'Choose My Event' screen. It displays the following information:

- Employee Selected:** Employee: [Redacted], Position Title: [Redacted], Agency: UNIV - State Universities
- Instructions and Messages:** Select an event and click GO TO NEXT STEP to make changes to your benefits. If no event is listed, click CHOOSE NEW EVENT to select a Qualifying Status Change event, such as birth, adoption, marriage, etc. You must call the Service Center at 1-866-663-4735 for some qualifying events, such as divorce.
- Choose My Event:** This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

Event	Start Date	End Date
<input checked="" type="checkbox"/> New hire	11/23/2015	01/22/2016

Buttons: Menu, Choose New Event, Go to Next Step

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.

Process Benefit Elections

This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

State Sponsored Plans							
Plan Type	Current Benefits Enrollment			New Benefits Enrollment			
	Plan Name	Coverage Level	Monthly Cost	Plan Name	Coverage Level	Monthly Cost	Make a Change
Health							
Basic Life				Basic Life Minnesota	\$25,000	\$0.00	Change
Optional Life							Add
Dental							Add
Vision							Add

Tax Favored Accounts							
Plan Type	Current Benefits Enrollment			New Benefits Enrollment			
	Plan Name	Coverage Level	Monthly Cost	Plan Name	Coverage Level	Monthly Cost	Make a Change
MRA/LMBA							Add
DCBA							Add
HSA							Add

Supplemental Plans							
Plan Type	Current Benefits Enrollment			New Benefits Enrollment			
	Plan Name	Coverage Level	Monthly Cost	Plan Name	Coverage Level	Monthly Cost	Make a Change
Accident							Add
Cancer							Add
Disability							Add
Hospital 30/20							Add
Hospital 365							Add
Hospital 1-2-3							Add
Intensive Care							Add

Your Current Monthly Cost for All Plans: \$0.00 Your New Monthly Cost for All Plans: \$0.00

By selecting "Complete Enrollment," I hereby certify that the information entered is true and correct. I understand that my elections can only be changed during Open Enrollment or as the result of a [Qualifying Status Change \(QSC\) event](#) as defined by the federal Internal Revenue Code and/or the Florida Administrative Code. I agree to notify People First of any QSC events within the prescribed time frame and to supply the appropriate supporting documentation upon request; otherwise, any requested changes will not be allowed.

Password: [Complete Enrollment](#) [Cancel](#) [Register New Dependent](#)

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.

Instructions and Messages

- ① Your changes have not been recorded. If you are finished, enter your People First password and click the "Complete Enrollment" button to submit your changes.
- ② Make sure each plan lists the dependents you want covered. If yes enter your People First password and click "Complete Enrollment." If not, click the desired plan "Change" hyperlink and make appropriate changes.

Process Benefit Elections

This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

State Sponsored Plans							
Current Benefits Enrollment				New Benefits Enrollment			
Plan Type	Plan Name	Coverage Level	Monthly Cost	Plan Name	Coverage Level	Monthly Cost	Make a Change
Health				State PPO Plan	Individual	\$50.00	Change
Basic Life				Basic Life Minnesota		\$25,000	Change
Optional Life							Add
Dental				(4054)Humana Preferred Plus	Employee Only	\$32.40	Change
Vision				(3004)Humana Vision - Exam+Materials	Employee Only	\$6.32	Change

Tax Favored Accounts							
Current Benefits Enrollment				New Benefits Enrollment			
Plan Type	Plan Name	Coverage Level	Monthly Cost	Plan Name	Coverage Level	Monthly Cost	Make a Change
MRA/LPMRA							Add
DCRA							Add
HSA							Add

Supplemental Plans							
Current Benefits Enrollment				New Benefits Enrollment			
Plan Type	Plan Name	Coverage Level	Monthly Cost	Plan Name	Coverage Level	Monthly Cost	Make a Change
Accident							Add
Cancer							Add
Disability							Add
Hospital 30/20							Add
Hospital 365							Add
Hospital 1-2-3							Add
Intensive Care							Add

Your Current Monthly Cost for All Plans \$0.00 Your New Monthly Cost for All Plans \$88.72

By selecting "Complete Enrollment," I hereby certify that the information entered is true and correct. I understand that my elections can only be changed during Open Enrollment or as the result of a [Qualifying Status C](#) defined by the Federal Internal Revenue Code and/or the Florida Administrative Code. I agree to notify People First of any QSC events within the prescribed time frame and to supply the appropriate supporting document otherwise, any requested changes will not be allowed.

Password

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.