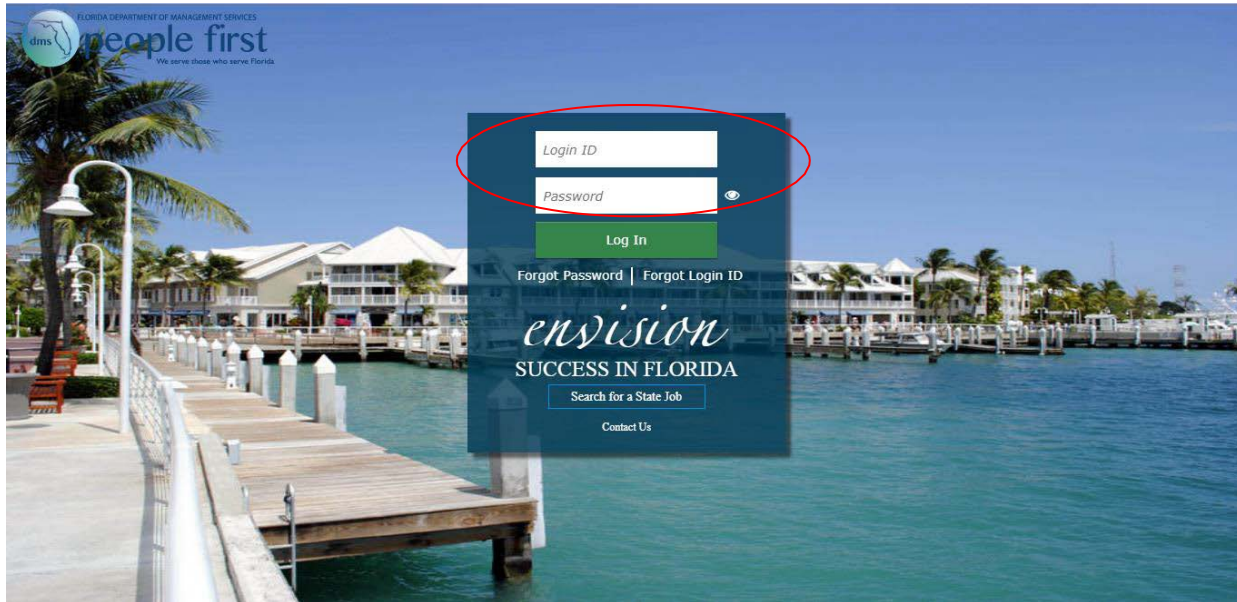


Benefits Enrollment in People First

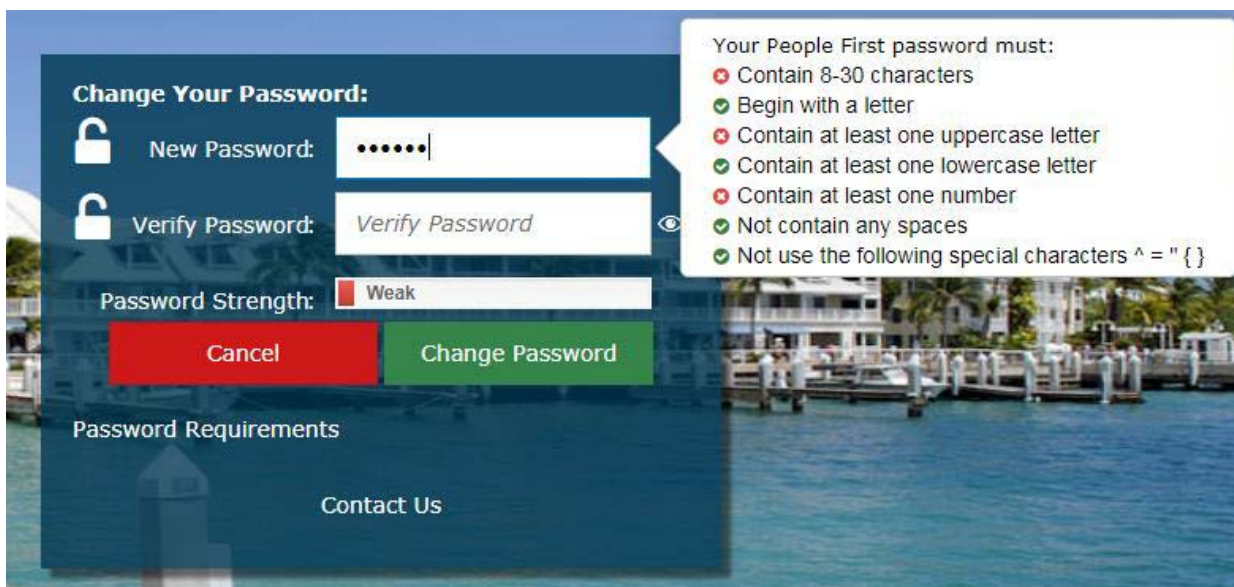
1. Go to the People First (PF) website at <https://peoplefirst.myflorida.com>



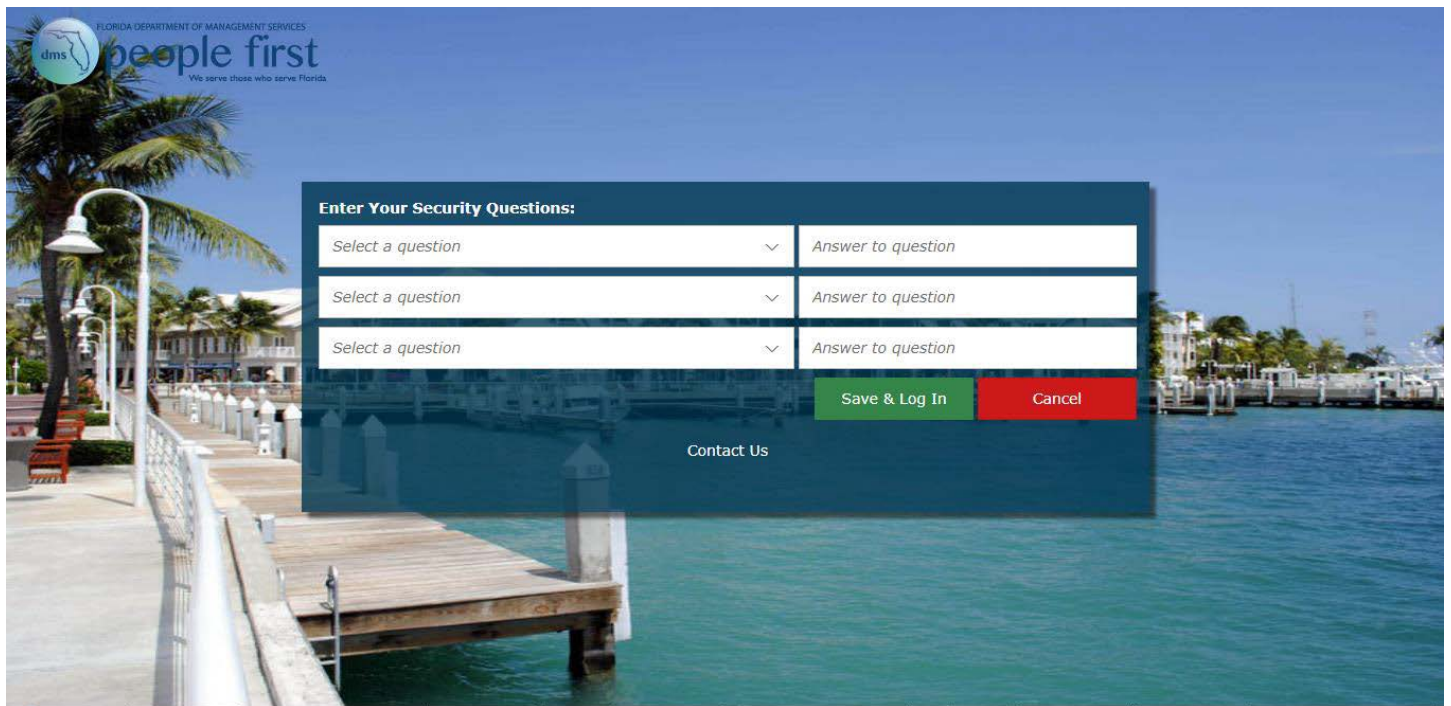
2. Sign on with your PFID (not the same as your employee ID from the University) and password. If you do not have the PFID or password, you may use the links "Forgot Password" or "Forgot Login ID" or call People First at 866-663-4735.

-Important Note: Your new hire information must first be entered in the University HR/payroll system before PF can assign a PFID.

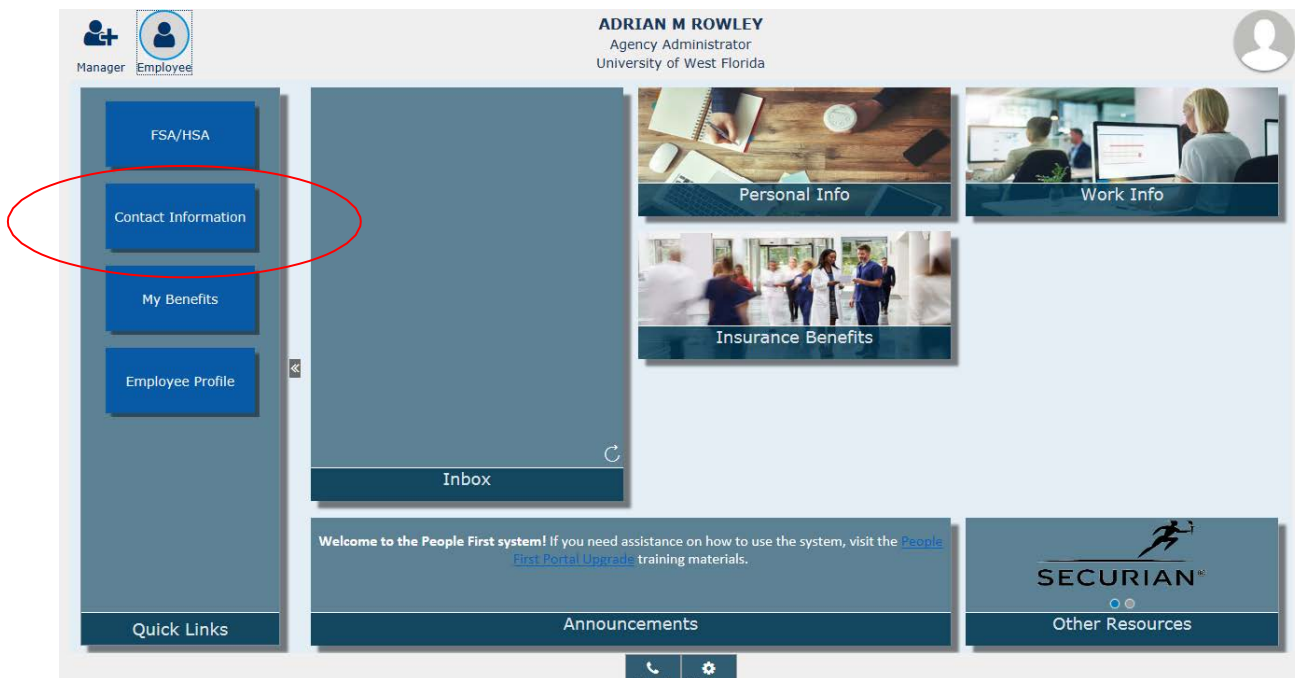
3. You will need to create a password the first time you log in or if it has been more than 90 days since your last password reset.



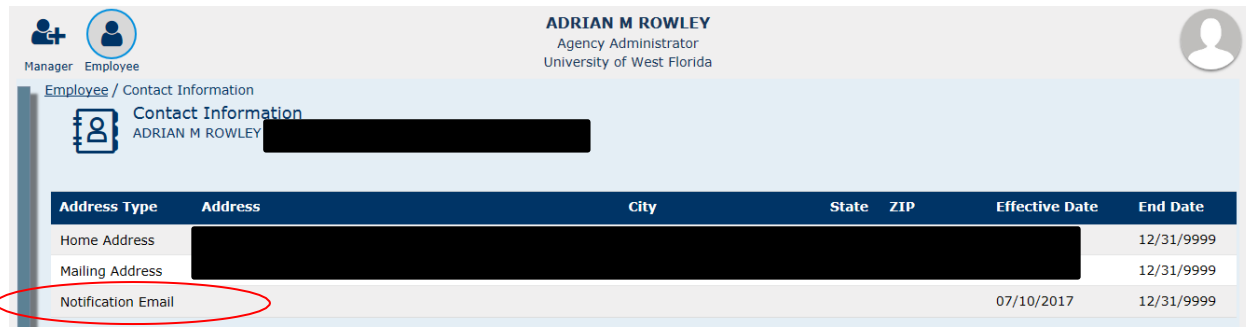
4. If you have not already done so, select your security questions, enter an answer for each question, and select “Save and Log In.”



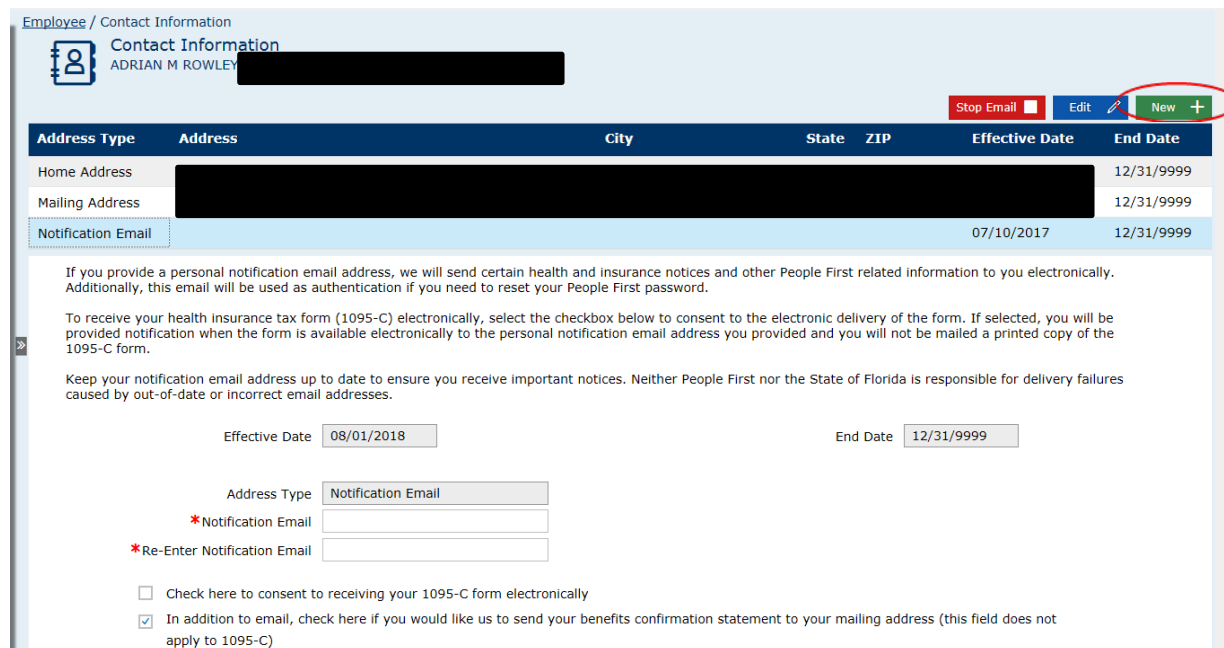
5. From the main menu, choose “Contact Information” on the Quick Links panel on the left side of the screen (yours may look a little different depending on the benefits you have).



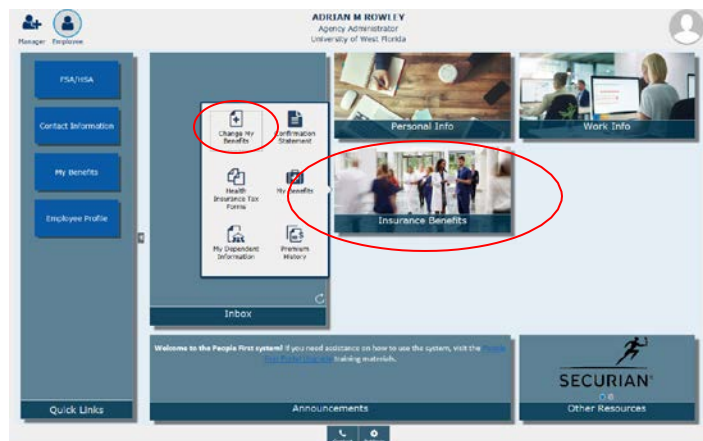
6. You can verify all information on this screen is correct, but note that the “Notification Email” must be manually provided in order for you to receive some communications from People First. You will be able to edit the phone numbers and email addresses within these screens. Choose “Notification Email” if you have not recently provided one or to verify that this information is accurate.



7. Once you have selected “Notification Email,” you will see one or more options in the top right, including the “New” button to add a record. Read over the information about the 1095-C form and enter your information as you prefer.



8. Return to the main menu and select “Insurance Benefits,” then “Change My Benefits.”



9. For New Hire and Open Enrollment events, these should automatically show up on the screen with appropriate dates populated. If you have any questions, please contact Human Resources. Select the event and choose “Save and Continue.”

Event	Start Date	End Date
Open Enrollment	10/16/2017	12/31/2017

Choose a qualifying event:

*Select the Appropriate Event

*Date Event Occurred

Deadline to Choose Benefits

Federal and state rules allow you 60 days from the date the qualified status change event occurred to choose your benefits. If you miss the deadline, you are only allowed to make a change during open enrollment or with another verified qualified status change event. Call 866-663-4735 weekdays from 8 a.m. to 6 p.m. Eastern time if you need assistance.

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.

When you have a Qualifying Status Change (QSC) event, you can sometimes make more than one change to your benefits; for example, if you have a baby, you can increase to family coverage and add your spouse

10. Any dependents must be added/verified prior to choosing plans. The registration of dependents is separate from enrollment, so make sure you continue to confirm which dependents are on each plan as you continue through the process. Once you have finished adding dependents, select “Save and Continue.” If you need further guidance on this or any step of enrollment, please contact Human Resources.

Manager / My Team / Insurance Benefits / Change My Benefits

Change My Benefits

Information

New Hire - New hire

Verify the information below is correct:

Certify	Dependent Name	Relationship	Birth Date	Gender	SSN	Change	Remove
No Dependents Found							

Register a new dependent: +

You must verify that your listed dependent(s) meet eligibility requirements in accordance with Florida Statutes, and Chapter 609, Florida Administrative Code. View the Are My Dependents Eligible? link in the Information icon above for specific eligibility requirements.

You may be required to send documentation verifying your dependent's eligibility to the People First Service Center or Division of State Group Insurance. If you fail to provide any requested documentation, you may be responsible for claims or premiums back to the date you enrolled your dependent. Please do not submit any documentation unless you are requested to do so by the People First Service Center or the Division of State Group Insurance.

If a dependent no longer meets eligibility requirements, you must remove that dependent.

11. The next step will allow you to access information about any of the plans (with the links on the left) or add/change plans (with the icons on the right). Select the plans and follow all the steps to be certain you have enrolled at the coverage level and effective date that is best for you.

Open Enrollment

Back < Save and Continue >

Verify your new elections. Total Cost: \$83.33

Plan Type	Plan Name	Coverage	Monthly Cost	Dependents	Change
Health					+
Basic Life	Basic Life Securian	\$25,000	\$ 0.00		
Optional Life					+
Spouse Life					+
Child Life					+
Dental					+
Vision					+

12. Be sure the Dependent Summary correctly displays which dependent you wish to be covered on which plan.

Open Enrollment

Back < Save and Continue >

Verify dependent enrollment. Total Cost: \$153.04

Dependent Name	Relationship	Health	Life	Vision
TEST SPOUSE	Spouse	✓	✗	✓
TEST CHILD	Child	✓	✓	✗
TEST ADOPTED C...	Child	✓	✓	✓

13. On the Plan Summary screen, check that all plans desired are showing with correct coverage level and number of dependents as applicable.

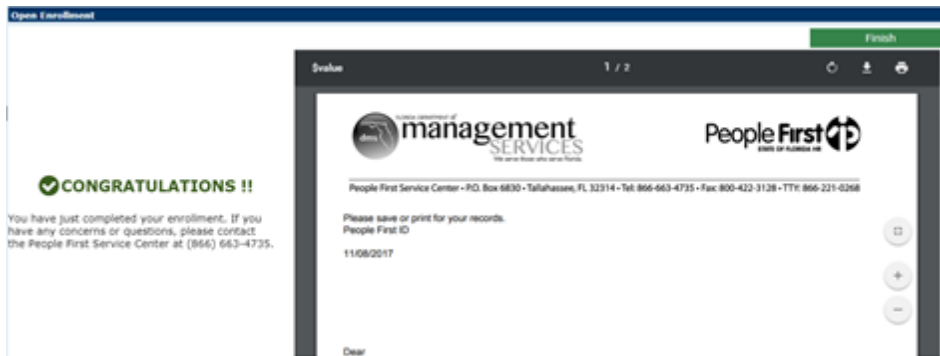
Open Enrollment

Back < Save and Continue >

Verify your new elections. Total Cost: \$153.04

Plan Type	Plan Name	Coverage	Monthly Cost	Dependents
Health	State PPO Plan	Family	\$ 30.00	3
Basic Life	Basic Life Securian	\$25,000	\$ 0.00	
Child Life	Child Life	\$10,000	\$ 0.85	2
Vision	(3004)Humana Vision - Exam+Materials	Employee + Family	\$ 21.36	3
DCA	Dependent Care FSA	\$1,000	\$ 83.33	
Disability	(5020)Colonial Disability Protection	0/7 @ 3 Mth \$580	\$ 17.50	

14. Follow the steps, which will include certifying by entering your password, to complete your enrollment. The Confirmation Statement screen will take a bit longer to load than other screens, but this document is very important to show your coverage has been fully processed. You should retain a copy for your own records. You also must provide the Confirmation Statement to Human Resources (either email or hard copy) to be certain your coverages are set up correctly.



Questions? Call or email Human Resources:

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Fax 850.857.6030
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Pensacola, FL 32514
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