

Address Verification for Insurance with People First

Now is the time for employees to confirm the contact information on record to make sure Open Enrollment statements are sent to the correct address this fall. Any updates must be made both with [People First](#) and [UWF](#) prior to September 30, 2017. To review your UWF record, use the “Contact and Privacy Information” application in MyUWF (for assistance, contact Human Resources at 850-474-2694). You may find State of Florida announcements regarding the address verification process online: [Address Verification Information](#) and [Frequently Asked Questions](#).

People First website tips:

- See [Internet browser compatibility information](#) for supported browsers and instructions.
- User ID – A six- or seven- digit number assigned when first loaded into the People First system as an employee. The number is listed on your benefits statements that come by mail from People First or can be obtained by calling (866) 663-4735.
- Password Reset – On the website there is a link for “Forgot Your Password?” that will guide you through the process. UWF Human Resources does not have access to passwords or capability to reset your password.

If you have any questions, please contact [Adrian Rowley](#) at 850-474-2604 or [Elsie Rivera](#) at 850-474-2921.