

# People First Address Information

## Benefit Only Employees



### People First Address Fields

1. The following address fields are available in the People First System for benefit only participants.
  - ◆ Home Address – This is the employee's actual physical address where he/she lives, not a P.O. Box number. This is the address reflected on the employee's W-4/W-2.
  - ◆ Benefits Only Temporary Address – This is used when the employee is temporarily living away from home and wishes to receive benefit related materials at the temporary address.

### How Do I View My Home Address Information?

1. Access the People First System at <https://peoplefirst.myflorida.com>
2. Click on the **Health & Insurance** link under **Quick Links**.
3. Click on **View Addresses** on the Health and Insurance homepage. The home address on file will display under the **Address Information** section.
4. Click on the **Menu** button to return to the Health & Insurance homepage.

### How Do I Change My Home Address Information?

1. Access the People First System at <https://peoplefirst.myflorida.com>
2. Click on the **Health & Insurance** link under Quick Links.
3. Click on **View Addresses** on the Health and Insurance homepage.
4. Click on the **View** button in front of the address to be viewed. The address will be displayed in the **Address Information** section.
5. Click on the **Create** button to make changes.
6. Enter the appropriate information in each field.
7. Click on the **Save** button. The home address will be saved.
8. Click on the **Menu** button to return to the Health & Insurance homepage.

### How Do I View My Temporary Address Information?

1. Access the People First System at <https://peoplefirst.myflorida.com>
2. Click on the **Health & Insurance** link under **Quick Links**.
3. Click on the **View Addresses** on the Health and Insurance homepage.
4. Click on the **View** button in front of the address to be viewed. The address will be displayed in the **Address Information** section.
5. Click on the **Menu** button to return to the Health & Insurance homepage.

### How Do I Create A Temporary Address?

1. Access the People First System at <https://peoplefirst.myflorida.com>
2. Click on the **Health & Insurance** link under Quick Links.
3. Click on the **View Addresses** on the Health and Insurance homepage..
4. Click on the **Create** button. The Address Information Details page will display.
5. Enter the appropriate information in each field.
6. Click on the **Save** button. The temporary address will be saved and the address information page will display.
7. Click on the **Menu** button to return to the Health & Insurance homepage.

### Did You Know?

- ❓ Your open enrollment materials will be mailed in the following order: temporary address, mailing address, then home address. If there is no valid temporary address, then the mailing address will be used. If there is no mailing address on file, then materials will be mailed to the employee's home address.
- ❓ Any of the three addresses may be used for mailing employees open enrollment materials. Whenever a temporary address exists and is valid, this address will be used for mailing.
- ❓ All home, temporary and mailing addresses are limited to 30 characters on the People First Address page.