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MANAGEMENT ADVISORY #09-017

DATE: August 26, 2009
TO: Personnel Officers and Benefit Coordinators
FROM: Suzetta Furlong, Manager
SUBJECT: REMINDER: Update Addresses and Password

Important Open Enrollment reminders:

- Get your Open Enrollment materials on time! Log on to [People First](#) today and review your home, mailing and/or temporary addresses. **The last day to make changes before we mail Open Enrollment materials is this Friday, August 28, 2009.** Follow your employer's process for updating addresses. [Instructions to update online.](#)
 - **When do I use these different addresses?** If you don't have a temporary or mailing address, you only need to list your home address in People First. Use the mailing address if you have a post office box or you receive mail someplace besides your home. Use the temporary address only if you're going to be away from home for a short time.
 - **How are materials sent?** Materials are sent to addresses in the following order: temporary, mailing, and then home address. You don't need to have each type of address in the system. If you already list more than your home address, check them all. If the address(es) is incorrect, update it or enter a date to end it if it no longer applies. Do this before August 28 to get your Open Enrollment materials timely.
- Making open enrollment changes online is the fastest, easiest way! You need to know your People First password to make changes. [Password information and directions.](#) If you've forgotten your password but have set up your security questions and answers, reset your password online yourself at People First; otherwise, call the Service Center today at (866) 663-4735 to get a temporary password. If you know your password, but have not logged in to People First in the last 90 days, go online today and reset your password to be ready for Open Enrollment.