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MANAGEMENT ADVISORY #09-021

DATE: October 6, 2009
TO: All Employees
FROM: Suzetta Furlong, Manager
SUBJECT: **Open Enrollment Ends Friday, October 9!**

Open Enrollment for the 2010 Plan Year ends promptly at 5:30 p.m. Eastern Time, Friday, October 9, 2009, for all methods of enrollment (online in People First, paper forms, calling the Service Center). Please review your benefits and make your elections before the deadline to be sure you have the benefits you need for 2010.

Follow these important tips to have a smooth Open Enrollment experience:

- Know your People First password to make online Open Enrollment changes.
- Review your annual benefits statement carefully.
- Read the [Benefits Guide](#) for eligibility and enrollment information, explanations of the various types of plans, and other important program information.
- Visit MyFlorida.com/MyBenefits to use the cost calculator, compare plans, find a provider, get insurance company information, and lots more.
- Watch our [Open Enrollment video](#) to see how to make your changes online in People First.
- Call the People First Service Center at (866) 663-4735. TTY users call (866) 221-0268 for help using People First.