



People First Service Center • P.O. Box 6830 • Tallahassee, FL 32314 • Tel: 866-663-4735 • Fax: 904-828-6092 • TTY: 866-221-0268

<<Date>>

<<Employee Name>>

<<Employee Address Line 1>>

<<Employee Address Line 2>>

People First User ID Number: <<   >>

Dear <<Employee Name>>:

Congratulations on your new position with the State of Florida! You now have access to the state's online personnel system, People First. In People First you can maintain your direct deposit, W-4, and personal information; and, if applicable, you can complete your timesheet and enroll in health and insurance benefits.

To log on to your People First user account, go to the secure People First website at <https://PeopleFirst.MyFlorida.com>.

- You will need your People First user ID number, shown above.
- The first time you log on, your temporary password will be pf, your two-digit birth month, two-digit birth date, and the last two digits of your birth year. For example, if you were born on March 5, 1972, your password would be pf030572.
- Once you've entered your user ID and temporary password, the system will ask you to choose three security questions and answers, as well as change your password. Be sure to remember your security answers and password. Instructions and password guidelines are on the People First website.

Need help? People First training materials for new employees are available at [http://dms.MyFlorida.com/human\\_resource\\_support/people\\_first/new\\_employees](http://dms.MyFlorida.com/human_resource_support/people_first/new_employees).

If you have questions or need help with People First, please call the Service Center toll free (866) 663-4735, and a representative will be happy to help you. TTY users call (866) 221-0269. We are open Monday through Friday from 8:30 a.m. to 5:30 p.m. Eastern Time. If you call the Service Center, you will need your People First user ID, the last five digits of your social security number and your six-digit birthday (MMDDYY) for security purposes.

We wish you all the best with your new career.

Sincerely,  
People First Service Center

Note: For your protection, please keep this letter in a secure place and do not share your People First information.