

ENROLL IN YOUR BENEFITS: One step at a time



employee
NAVIGATOR

Username

Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

Step 1: Log In

Go to www.employeenavigator.com and click **Login**

- **Returning users:** Log in with the username and password you selected. Click [Reset a forgotten password](#).

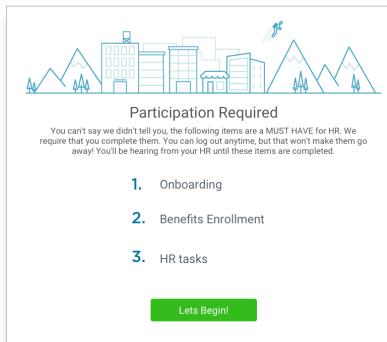
- **First time users:** [Register as a new user](#). Create an account, and create your own username and password. You will need:

First and Last Name

Company Identifier:

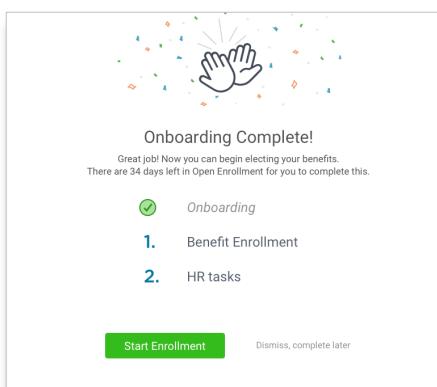
PIN: (Last 4 digits of SSN)

Birthdate



Step 2: Welcome!

After you login click **Let's Begin** to complete your required tasks.



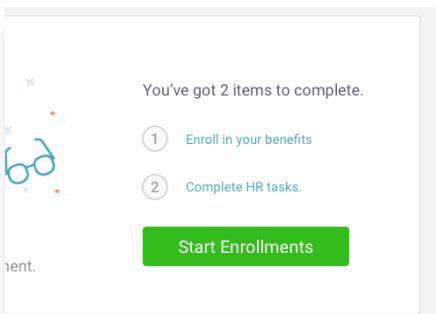
Step 3: Onboarding (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits.

Once you've completed your tasks click **Start Enrollment** to begin your enrollments.

TIP

if you hit "[Dismiss, complete later](#)" you'll be taken to your Home Page. You'll still be able to start enrollments again by clicking "[Start Enrollments](#)"



Step 4: Start Enrollments

After clicking **Start Enrollment**, you'll need to complete some personal & dependent information before moving to your benefit elections.

TIP

Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.

Step 5: Benefit Elections

To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**

Below your dependents you can view your available plans and the cost per pay. To elect a benefit, click **Select Plan** underneath the plan cost.

The screenshot shows a benefit election interface. At the top, it displays a plan with a cost of \$138.46 per pay period, effective from 08/01/18, listed under the Employee category. Below this, there are buttons for 'Compare' and 'Details'. A green box highlights the 'Selected' status. The next section, 'How much will it cost?', shows a breakdown: Plan Cost (\$138.46), Employer Contribution (\$138.46), and My Cost (\$0.00). There is a link to 'View employer contributions summary'. At the bottom, there are two buttons: 'Save & Continue' (in green) and 'Don't want this benefit?' (in blue).

Who am I enrolling?

- Myself
- Elizabeth Reynolds (Spouse)
- Gwen Reynolds (Child)

Click **Save & Continue** at the bottom of each screen to save your elections.

If you do not want a benefit, click **Don't want this benefit?** at the bottom of the screen and select a reason from the drop-down menu.

Step 6: Forms

If you have elected benefits that require a beneficiary designation, Primary Care Physician, or completion of an Evidence of Insurability form, you will be prompted to add in those details.

The screenshot shows an enrollment summary page. It includes sections for 'Enrollment Summary', 'Enrolled Plans' (Medical), and a progress bar labeled 'Progress 6 of 8'. The progress bar has a yellow highlight over step 4, 'Medical', indicating it is incomplete. A message box says 'Enrollment Not Complete! Please complete the required highlighted steps from your enrollment progress menu.' A link 'View Steps' is also present.

Step 7: Review & Confirm Elections

Review the benefits you selected on the enrollment summary page to make sure they are correct then click **Sign & Agree** to complete your enrollment. You can either print a summary of your elections for your records or login at any point during the year to view your summary online.

TIP

If you miss a step you'll see **Enrollment Not Complete** in the progress bar with the incomplete steps highlighted. Click on any incomplete steps to complete them.

The screenshot shows a confirmation message: 'High Five! Enrollment Complete!' It indicates that one item remains to be completed. A list shows 'Enroll in your benefits' (marked with a green checkmark) and '1. HR Tasks'. At the bottom, there are buttons for 'Start Tasks' (green) and 'Dismiss, complete later'.



You can login to review your benefits 24/7