ENROLLING IN BENEFITS

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**: Click on your Registration Link in the email sent to you by your admin or Register as a new user. Create an account, and create your own username and password.

Step 2: Welcome!
After you log in 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.

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 selected 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.

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.

**T I P**
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.

Step 8: HR Tasks (if applicable)
To complete any required HR tasks, click **Start Tasks**. If your HR department has not assigned any tasks, you’re finished!

You can login to review your benefits 24/7