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 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.

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.

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.

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