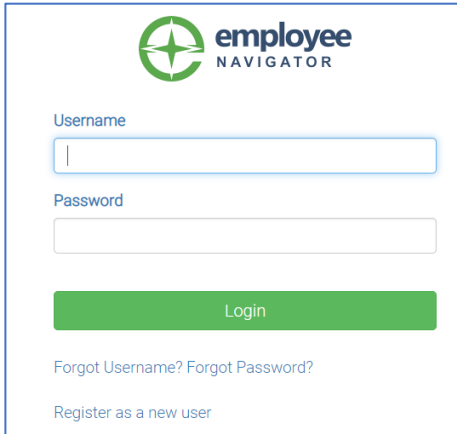


# ENROLL IN YOUR BENEFITS: One step at a time



The login form features the Employee Navigator logo at the top left. Below it are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom, there are two links: 'Forgot Username? Forgot Password?' and 'Register as a new user'.

## Step 1: Log In

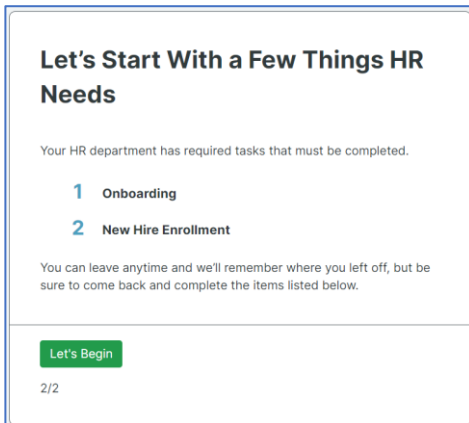
Go to [www.employeenavigator.com](http://www.employeenavigator.com) and click **Login**

- **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**.

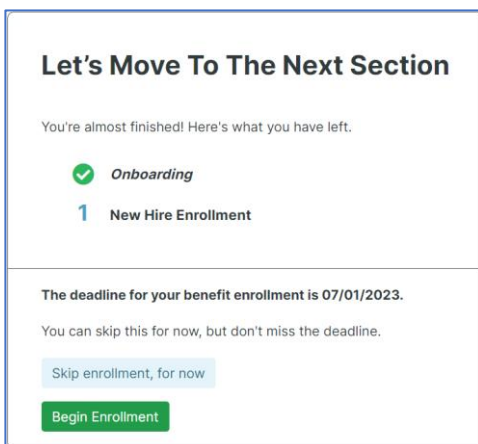
Create an account and create your own username and password.



The page is titled 'Let's Start With a Few Things HR Needs'. It states that the HR department has required tasks that must be completed. A list shows '1 Onboarding' and '2 New Hire Enrollment'. A note says, 'You can leave anytime and we'll remember where you left off, but be sure to come back and complete the items listed below.' At the bottom, there is a green 'Let's Begin' button and a '2/2' indicator.

## Step 2: Welcome!

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



The page is titled 'Let's Move To The Next Section'. It says, 'You're almost finished! Here's what you have left.' A list shows a green checkmark next to 'Onboarding' and '1 New Hire Enrollment'. A note states, 'The deadline for your benefit enrollment is 07/01/2023. You can skip this for now, but don't miss the deadline.' There are two buttons: a light blue 'Skip enrollment, for now' button and a green 'Begin Enrollment' button.

## 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 **Begin Enrollment** to begin your enrollments.

### TIP

If you hit "Skip enrollment, for now" you'll be taken to your Home Page. You'll still be able to start enrollments again by clicking "**Start**"

### Let's Begin Your New Hire Enrollment

You will:

1. Verify and enter some personal information for you and your dependents
2. Enter Social Security Numbers and dates of birth for eligible family members
3. Select your benefits

**Elections will be finalized only after you sign and authorize your elections.**

[Get Started](#)

### Step 4: Start Enrollments

After clicking **Get Started**, 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.

#### Who am I enrolling?

- Myself
- Select All
- Sally Smith (Spouse)
- James Smith (Child)



2023 HSA Plan

**\$144.00**

Cost per pay period

Effective on 06/01/23

Employee

[Compare](#)

[Details](#)

[Selected](#)

[Save & Continue](#)

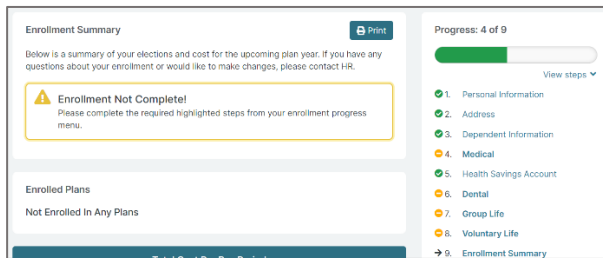
[Don't want this benefit?](#)

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.



You can login to review your benefits 24/7