

EMPLOYEE NAVIGATOR

ENROLLMENT STEP-BY-STEP GUIDE

Step 1: Log In

Go to www.employeenavigator.com and click [Login](#)

- **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.
- Returning users: Log in with the username and password you selected.
If you forgot your password, click [Reset a forgotten password](#).

****Please use Google Chrome or Firefox to complete your enrollment. If you use Safari or Internet Explorer you may receive errors and not be able to complete the process.****



Username

Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

[Privacy Policy](#) | [Terms of Use](#) | [Legal Notice](#)

Step 2: Welcome!

After you login click [Start Enrollment](#) to complete your required tasks.

After clicking [Start Enrollment](#), you'll need to complete some personal & dependent information before moving to your benefit elections.



You have 1 item to complete.

1 [Enroll in your benefits](#)

Good Afternoon, Demo!

You have 6 days left to complete your benefit enrollment.

[Start Enrollment](#)

Step 3: Verify and Enter Required Information

Please ensure to fill out required information for you and your dependents.

Personal Information

First Name

Middle Name

Last Name

Suffix

Preferred Name

Gender ☒ Male ☐ Female

Step 4: Benefit Elections

Who am I enrolling?

-  Myself
- ☒ Spouse Demo (Spouse)

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.

Which plan do I want?



2018 Medical - Option 1 Carrier

\$

Cost per pay period

Effective on Employee

Compare

Details

Select

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 5: Review & Confirm Elections

Review the benefits you selected on the enrollment summary page to make sure they are correct.

Click to Sign 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.

Enrollment Summary



Below is a summary of your elections and cost for the upcoming plan year. If you have any questions about your enrollment or would like to make changes, please contact HR.



Signature required

You've elected all your benefits but we still require a signature before advancing.

Please review the acknowledgment below

As an eligible employee, I acknowledge that I understand the benefits, rights, and obligations available to me under the plan. I certify the facts contained in this summary are true and complete to the best of my knowledge. I understand that deductions can be made on a pre-tax or post-tax basis. Furthermore, I understand that elections for plans that are deducted on a pre-tax basis cannot be changed during the plan year unless I experience a Qualified Life Event.



Sign to complete enrollment

Click to Sign

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.



Enrollment Not Complete!

Please complete the required highlighted steps from your enrollment progress menu.

Step 6: You're All Done!

Depending on your employer policy, you may have time to change elections if needed within the enrollment period. Otherwise, any other changes may be needed a proof of qualifying event to request.



Acknowledged and Submitted