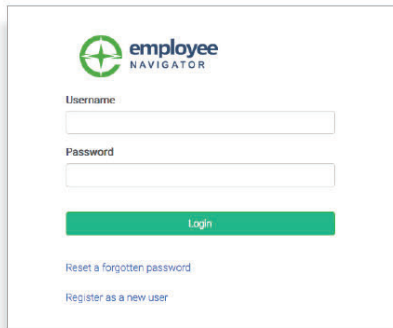


# ENROLLING IN BENEFITS

 [www.employeeenavigator.com](http://www.employeeenavigator.com)

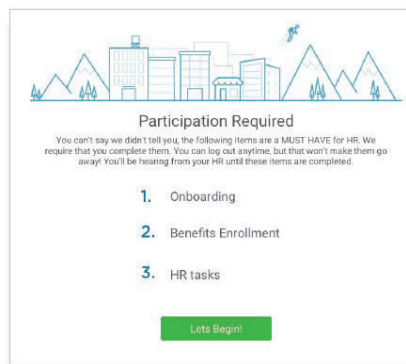



The login page features the Employee Navigator logo at the top. Below it are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom, there are two links: 'Reset a forgotten password' and 'Register as a new user'.

## Step 1: Log In

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

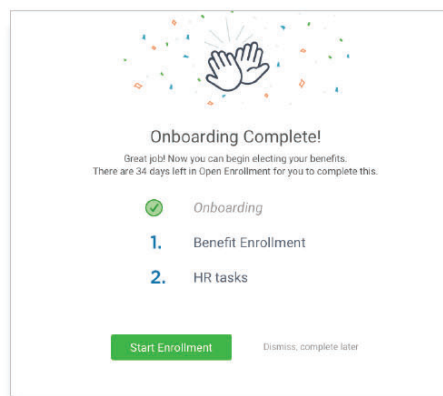
- **Returning users:** Log in with the username and password you selected. Click **Reset a forgotten password**.
- **First time users:** Click on your Registration Link in the email sent to you by your admin or **Register as a new user**. Create an account, and create your own username and password.



The 'Participation Required' page has a header with a city skyline illustration. The main text states: 'You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.' Below this is a numbered list: 1. Onboarding, 2. Benefits Enrollment, 3. HR tasks. A green 'Let's Begin!' button is at the bottom.

## Step 2: Welcome!

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



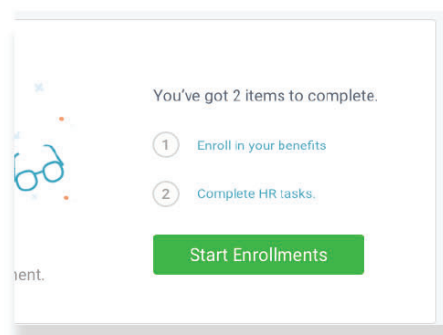
The 'Onboarding Complete!' page features a header with a hand icon and confetti. The text says: 'Great job! Now you can begin electing your benefits. There are 34 days left in Open Enrollment for you to complete this.' A progress bar shows 'Onboarding' as complete with a green checkmark. Below it is a numbered list: 1. Benefit Enrollment, 2. HR tasks. At the bottom are two buttons: 'Start Enrollment' (green) and 'Dismiss, complete later' (grey).

## 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**"



The 'You've got 2 items to complete' page has a header with a pair of glasses icon. The text says: 'You've got 2 items to complete.' Below it is a numbered list: 1. Enroll in your benefits, 2. Complete HR tasks. A green 'Start Enrollments' button is at the bottom.

## 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.

### Who am I enrolling?

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

**\$138.46**  
Cost per pay period  
Effective on 08/01/18  
Employee

[Compare](#) [Details](#) [Select](#)

**How much will it cost?**

| Plan Cost | Employer Contribution | My Cost |
|-----------|-----------------------|---------|
| \$138.46  | \$ 138.46             | \$0.00  |

[View employer contributions summary](#)

[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.

**Enrollment Summary**

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

**Enrollment Not Complete!**  
Please complete the required highlighted steps from your enrollment progress menu.

**Enrolled Plans**

Medical  
Key Care HSA PPO2017 404E2435 Long Plan Name

**Progress 6 of 8**

- 1. Personal Information
- 2. Dependent Information
- 3. Medical
- 4. Dental
- 5. Vision
- 6. HSA
- 7. FSA
- 8. Enrollment Summary

## 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.

**High Five! Enrollment Complete!**

You've only got one more item to complete.

☒ Enroll in your benefits

1. HR Tasks

[Start Tasks](#) [Dismiss, complete later](#)

## 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