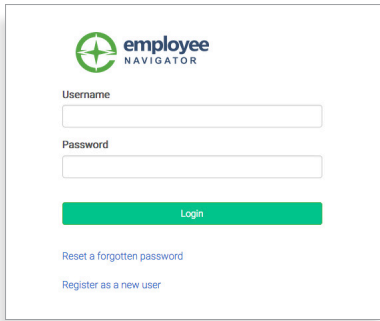


ENROLL IN YOUR BENEFITS: One step at a time

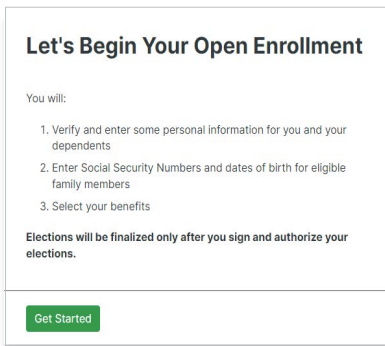


The login form for Employee Navigator features the company logo at the top left. Below it are two input fields: 'Username' and 'Password'. A prominent green 'Login' button is centered below the password field. At the bottom left, there are two links: 'Reset a forgotten password' and 'Register as a new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

Step 1: Log In

Go to www.employeenavigator.com and click **Login**

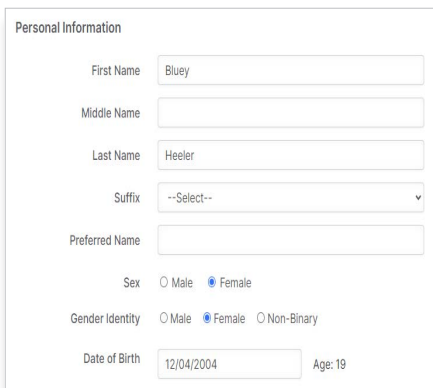
- **Returning users:** Log in with the username and password you selected. Click **Reset a forgotten password**.
- **First time users:** Click on your Registration Link in the email sent to you by your admin or **Register as a new user**. Create an account, and create your own username and password.



The 'Let's Begin Your Open Enrollment' page lists three steps: 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. A note states 'Elections will be finalized only after you sign and authorize your elections.' A green 'Get Started' button is at the bottom.

Step 2: Welcome!

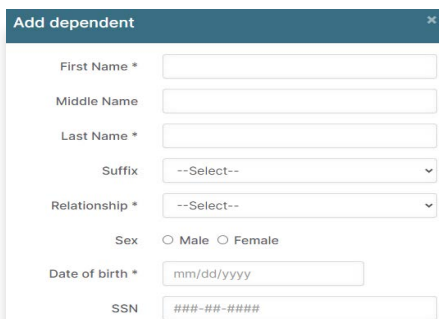
After you login click **Get Started** to complete your required tasks.



The 'Personal Information' form includes fields for First Name (Bluey), Middle Name, Last Name (Heeler), Suffix (dropdown), Preferred Name, Sex (radio buttons for Male and Female, with Female selected), Gender Identity (radio buttons for Male, Female, and Non-Binary, with Female selected), Date of Birth (12/04/2004), and Age (19).

Step 3: Get Started

After clicking **Get Started**, you'll need to complete some personal & dependent information before moving to your benefit elections.



The 'Add dependent' form has fields for First Name, Middle Name, Last Name, Suffix (dropdown), Relationship (dropdown), Sex (radio buttons for Male and Female), Date of birth (mm/dd/yyyy), and SSN (###-##-####).

TIP

Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.

Step 4: 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 Effective on 08/01/18
Cost per pay period Employee

How much will it cost?

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

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: Beneficiaries 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 Collapse

Key Care HSA PPO2017 404E2435 Long Plan Name

Progress 6 of 8

View Steps

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

Step 6: 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.

High Five! Enrollment Complete!

You've only got one more item to complete.

- Enroll in your benefits
- 1.** HR Tasks

Dismiss, complete later

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.

Bluey Heeler ▾

- Home
- Change Password
- Change Username
- English
- Español
- Logout

TIP

To translate to **Spanish**, click your name in the top right hand corner, and select **Español**.

You can login to review your benefits 24/7