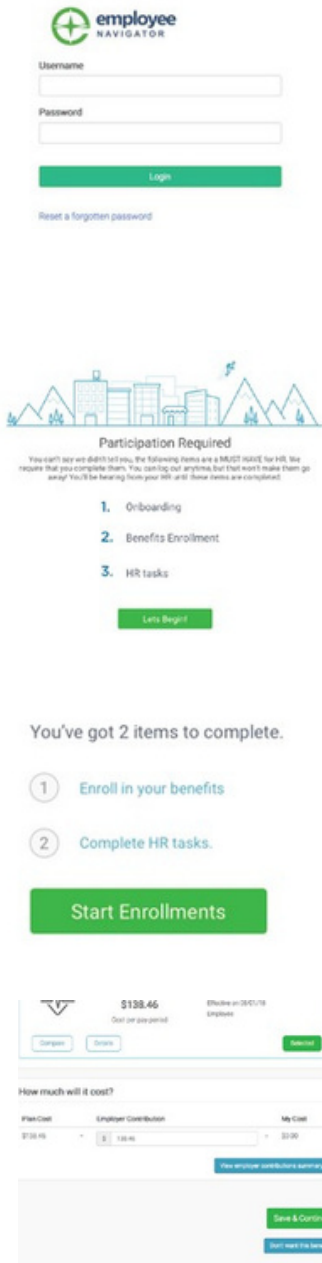


# ENROLL IN YOUR BENEFITS: ONE STEP AT A TIME



The first screen shows the Employee Navigator login page with fields for Username and Password, a Login button, and a link to Reset a forgotten password. The second screen shows the 'Participation Required' section with a list of tasks: 1. Onboarding, 2. Benefits Enrollment, and 3. HR tasks. A 'Let's Begin!' button is at the bottom. The third screen shows 'You've got 2 items to complete.' with a list: 1. Enroll in your benefits, 2. Complete HR tasks. A 'Start Enrollments' button is at the bottom. The fourth screen shows a summary of the selected plan, including the Plan Cost (\$138.46), Employer Contribution (\$138.46), and My Cost (\$0.00). It includes a 'Save & Continue' button and a 'Don't want this benefit?' link.

## 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.
- You may be required to enter personal identifying data and your company identifier. Your company identifier is:

## Verify Your Account

First, let's find your company record



The form has three input fields: First Name, Last Name, and Company Identifier (provided by HR).

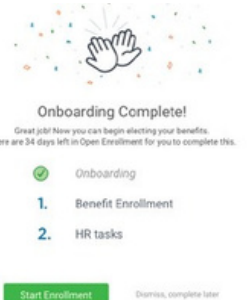
## STEP 2: WELCOME!

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"*



The screen shows 'Onboarding Complete!' with a message: 'Great job! Now you can begin electing your benefits. There are 34 days left in Open Enrollment for you to complete this.' It includes a progress bar with a green checkmark for 'Onboarding' and a list of tasks: 1. Benefit Enrollment, 2. HR tasks. A 'Start Enrollment' button and a 'Dismiss, complete later' link are 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

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.

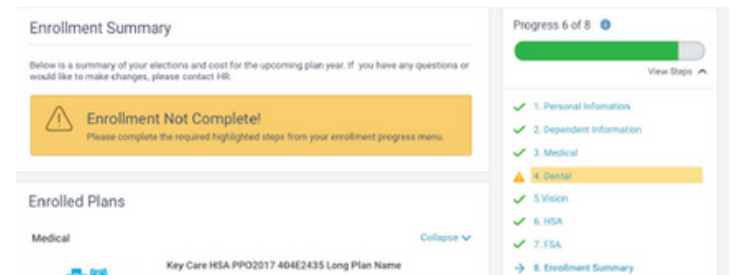
## STEP 7: REVIEW & CONFIRM ELECTIONS

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!



The screen shows the 'Enrollment Summary' page. It includes a progress bar at the top right showing 'Progress 6 of 8'. Below the progress bar is a list of steps: 1. Personal Information, 2. Dependent Information, 3. Medical, 4. Dental (highlighted in yellow), 5. Vision, 6. HSA, 7. FSA, and 8. Enrollment Summary. A yellow banner at the top left says 'Enrollment Not Complete! Please complete the required highlighted steps from your enrollment progress menu.' Below this is a section for 'Enrolled Plans' showing 'Medical' and 'Key Care HSA PPO2017 404E2435 Long Plan Name'. A 'Collapse' button is next to the plan name.

**YOU CAN LOGIN TO REVIEW YOUR BENEFITS 24/7!**