

ENROLL IN YOUR BENEFITS: One step at a time

E.	AVIGATOR	
Username		
Password		
	Login	
Reset a forgotte	en password	
Register as a ne	an upor	

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.

Create Your Account
First, let's find your company record
First Name
Last Name
Company Identifier
(provided by HR)
PIN
(Last 4 Digits of SSN / ID)
Birth Date
(mm/dd/yyyy)
Next »

Step 1a: For first time users

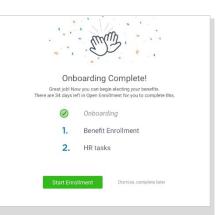
Complete "Create Your Account" and Click on Next

- Company Identifier is DC33
- PIN is the last 4 digits of your Social Security Number

Par	ticipation Required
require that you complete the	you, the following items are a MUST HAVE for HR. We m. You can log out anytime, but that won't make them go ig from your HR until these items are completed.
1.	Onboarding
2.	Benefits Enrollment
3.	HR tasks
	Lets Begin!

Step 2: Welcome!

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

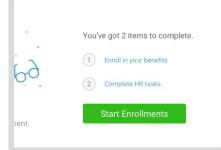


Step 3: Onboarding (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks click **Start Enrollment** to begin your enrollments.

ΤΙΡ

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"



Step 4: Start Enrollments

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

ΤΙΡ

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?

A Myself

Elizabeth Reynolds (Spouse)

Gwen Reynolds (Child)

<u> </u>	\$138.46	Effective on 08/01/18 Employee	
~	Cost per pay period		
Compare	Details		Selected
Compare	Details		Selected

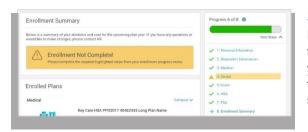
Click **Save & Continue** at the bottom of each screen to save your elections.

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.

ΤΙΡ

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.

TT .
High Five! Enrollment Complete!
You've only got one more item to complete.
Server Enroll in your benefits
1. HR Tasks
Start Tasks Diamias, 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