

How To Enroll In Benefits Through Employee Navigator

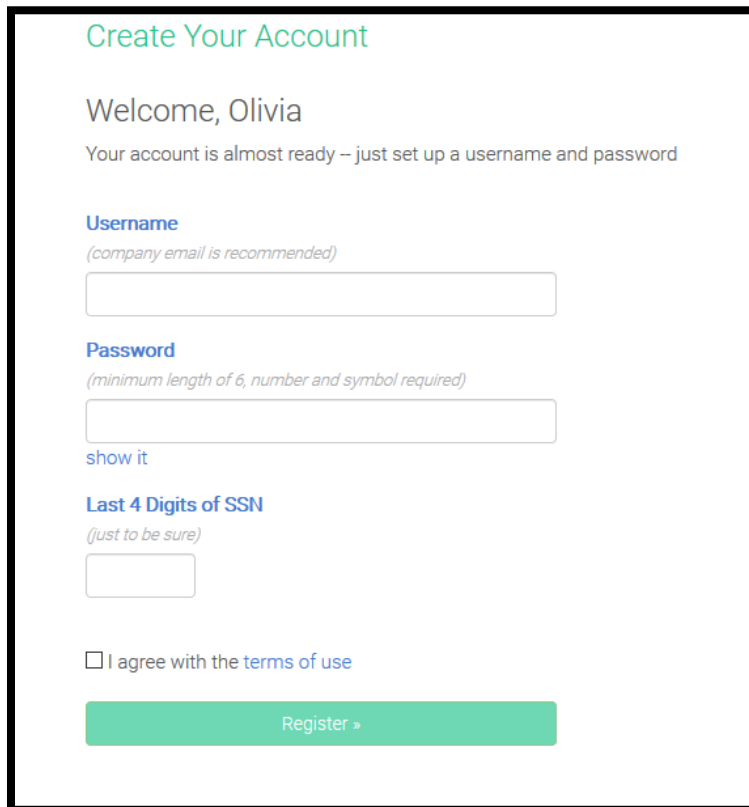
To enroll in company benefits, you will be using an enrollment portal called Employee Navigator. Employee Navigator gives you a direct line to enrolling in benefits in one secure and convenient location that can be accessed from any computer with Internet access.

Note: Although this tool compatible with most popular browsers such as Chrome, Internet Explorer and Firefox, we recommend you use Chrome for the optimal viewing experience.

Step 1: Register

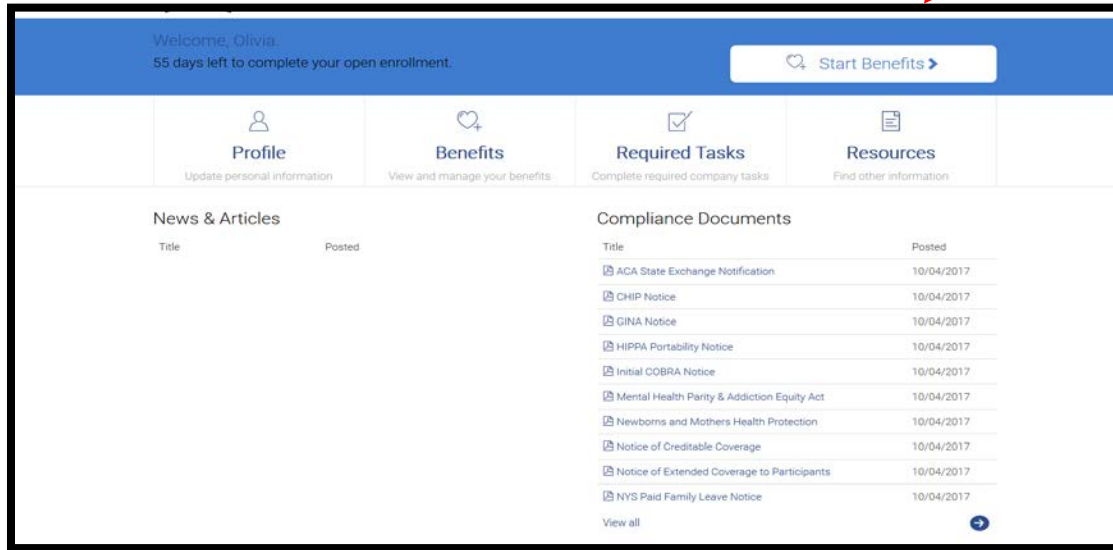
“Please access this [Registration](#) link to review your personal data and enrolled benefits.”

The registration link will take you to the below page where you will create a user name and password.



The screenshot shows a registration page titled "Create Your Account" in green. Below the title, it says "Welcome, Olivia" and "Your account is almost ready -- just set up a username and password". There are three input fields: "Username" (with a note "(company email is recommended)"), "Password" (with a note "(minimum length of 6, number and symbol required)" and a "show it" link), and "Last 4 Digits of SSN" (with a note "(just to be sure)"). At the bottom, there is a checkbox for "I agree with the terms of use" and a green "Register >" button.

Step 2: Once registered/after logging in, you will be brought to the below page. To enter the Open Enrollment portal, click **Start Benefits**.



* **Note:** All changes made to your profile, beneficiaries, or elections must be made through the Open Enrollment portal during the Open Enrollment period, which can be reached by logging in and clicking that button at the top of your home page – it may be labelled “Start Benefits”/”Continue Benefits”/”Finish Benefits” dependent upon whether or not you have started the process. Outside of the open enrollment period, changes can be made by clicking the Benefits tab, but *that will not work while Open Enrollment is active*. If you enroll during open enrollment, then return to the site at a later time and wish to make changes while open enrollment is still active, click on the button highlighted above, “Start Benefits”/”Continue Benefits”/”Finish Benefits”.

Step 3: Fill in any missing **personal information**. After you have entered the information, click **Save & Continue** at the bottom of this page.

PROFILE ▾

- Personal Information
- Dependent Information

BENEFITS ▾

FORMS ▾

SUMMARY ▾

Personal Information

First Name:

Middle Name:

Last Name:

Suffix:

Gender: Male Female

Date of Birth:

SSN:

Tobacco User: Yes No

Address 1:

Address 2:

City:

State:

County:

Zip Code:

Phone Number:

Email Address:

[Save & Continue](#)

Step 4: Add your dependent information by selecting **Add Dependent** link. If you intend to add beneficiaries to any of your elections (Medical/Dental/Life/etc.), add them here, and then, under each plan you enroll in, you will be given the opportunity to enroll however many of the dependents you've created here.

PROFILE ▾

- ✓ Personal Information
- **Dependent Information**

BENEFITS ▾

Dependent Information

[add dependent +](#)

No dependents were found.

After you have selected Add Dependent, the following screen will pop up to add your dependent information. Select **Save** once the information has been entered.

The screenshot shows a form titled "Edit Dependent" with a close button (X) in the top right corner. The form contains the following fields and options:

- First Name: Text input field
- Middle Name: Text input field
- Last Name: Text input field
- Suffix: Dropdown menu with "--Select--" selected
- Relationship: Dropdown menu with "--Select--" selected
- Gender: Radio buttons for "Male" and "Female"
- Date of Birth: Three dropdown menus for "--Month--", "--Day--", and "--Year--"
- Age: Text input field
- SSN: Text input field
- Fulltime College Student: Radio buttons for "Yes" and "No"
- Disabled: Checkbox
- Tobacco User: Radio buttons for "Yes" and "No"
- Address: Dropdown menu with "Home" selected

At the bottom right of the form are two buttons: "Save" (highlighted with a red arrow) and "Cancel". A red bracket on the right side of the form encompasses the name, relationship, gender, and date of birth fields.

If you want to add another dependent, click **Add Dependent**. If no more dependents need to be added, please select **Save & Continue** and move to the next step.

The screenshot shows a table titled "Dependent Information" with a link "add dependent +" above it. The table has the following columns: "Name", "DOB", "SSN", and "Relationship".

	Name	DOB	SSN	Relationship
Edit	Louie S	02/01/2016		Child

Below the table is a blue button labeled "Save & Continue". A red arrow points from the "add dependent +" link to the "Save & Continue" button.

Step 5: Medical Enrollment

Under “Who am I enrolling?” select which dependents you want covered on your plan.

Under “Which plan do I want?” select which plan you want to enroll in

The screenshot shows a web interface for medical enrollment. On the left is a navigation menu with 'PROFILE', 'BENEFITS', 'FORMS', and 'SUMMARY'. Under 'BENEFITS', 'Medical' is selected. The main content area is titled 'Medical' and has two sections: 'Who am I enrolling?' and 'Which plan do I want?'. Under 'Who am I enrolling?', there are radio buttons for 'Myself' (selected) and 'Louie S (Child)'. Under 'Which plan do I want?', there are two plan options: 'Bronze 5 SIT2 2017 Q4' with a cost of '\$0.00' and 'Gold 17 SIX0 2017 Q4' with a cost of '\$51.69'. Both plans show 'Effective on 01/01/18' and 'Employee' status. Each plan has a 'select plan' button, a 'compare' button, and a 'details' button. Red arrows point from the 'compare' and 'details' buttons to a text box on the right.

If you select **compare**, all plan options will show along with how much your weekly deductions will be.

If you want to review detailed medical plan information, select **details**.


Click **Save & Continue** at the bottom of the page once you selected your plan, or select **Don't want this benefit?** if you want to waive your insurance.

A close-up of two buttons at the bottom of the page. The top button is dark blue with white text that says 'Save & Continue'. The bottom button is light blue with white text that says 'Don't want this benefit?'. Red arrows point from the text above to each button.

Step 6: Dental Enrollment- Repeat step 5 to enroll or waive dental benefits.

Step 7: Continue this process for each of the other benefits offered by your company. Print off any additional forms as you work through the open enrollment process (such as Evidence of Insurability, where applicable, for Voluntary Life).

Step 8: You are almost done! Next you will see a confirmation page like the one below. It lists all your elections for your election period. Review them carefully. Select **Agree** to complete the enrollment process!!! You should receive an email once your enrollment is complete.

Enrollment Summary print 

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.

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.

Enrolled Plans

Plan Type	Carrier	Plan Name	Coverage	Effective	Cost Per Pay	Benefit
Medical	Excelsus Blue Cross Blue Shield	Gold 17 SIX0 2017 Q4	Employee + Child(ren)	01/01/2018	\$141.57	

Total Cost Per Pay Period

\$141.57

Dependents

Name	Plan Types
Louie S (child)	Medical

Declined Coverage

Plan Type	Plan Name	Reason
Dental		Not Interested