

Employee Navigator Self-enrollment guide

<https://www.employeenavigator.com>

Accessing Enrollment Platform

Step 1: Log In

Go to www.employeenavigator.com and click **Login**
*Company Identifier provided by HR, if required.

Returning users:

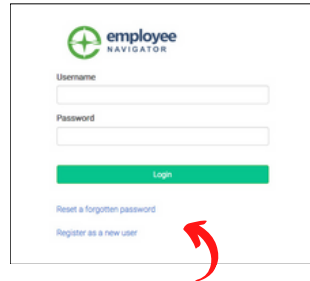
- Log in with your username and password

First time users:

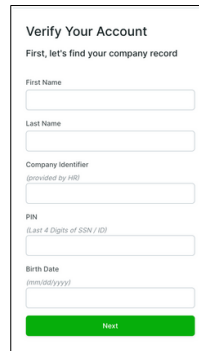
- Click the link to **Register as a new user** -or- the link in the email sent to you by your administrator.
- If required, complete any assigned onboarding tasks, by clicking **Let's Begin** before enrolling in your benefits.
- Once you've completed your tasks and registration click **Start Enrollment**.

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 login form for Employee Navigator. It features the company logo at the top left. 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'. A red arrow points from the 'Register as a new user' link towards the right.



The 'Verify Your Account' form. It starts with the heading 'Verify Your Account' and a sub-heading 'First, let's find your company record'. It contains four input fields: 'First Name', 'Last Name', 'Company Identifier (provided by HR)', and 'PIN (Last 4 Digits of SSN / ID)'. Below these is a 'Birth Date' field with a placeholder '(mm/dd/yyyy)'. A green 'Next' button is at the bottom. A red arrow points from the 'Next' button towards the right.

Completing Enrollment

Start Enrollments

- Click **Start Enrollment**
- Verify** your personal information
- Enter** any dependent information

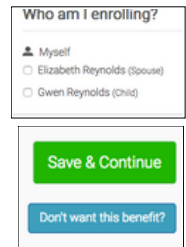
Start Enrollments

TIP

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

Benefit Elections

- For each benefit, select the dependent you'd like to include, by **checking the box** under **Who am I enrolling?**
- Under each benefit, **view** available plans and the cost per pay
- To elect a benefit, click **Select Plan** underneath the plan cost
- Click **Save & Continue** at the bottom of each screen to save your election



A screenshot of the benefit election interface. It shows a section titled 'Who am I enrolling?' with three radio button options: 'Myself', 'Elizabeth Reynolds (Spouse)', and 'Gwen Reynolds (Child)'. Below this is a green 'Save & Continue' button and a blue 'Don't want this benefit?' button.

TIP

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.

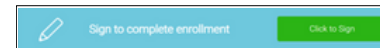
Form Completion

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.

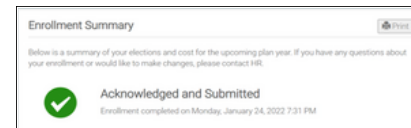
Review & Confirm Elections

- Review** benefits you selected on the enrollment summary page
- Click **Sign & Agree** to complete your enrollment.

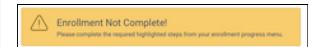
You can either print a summary of your elections for your records or login at any point during the year to view your summary online.



A button with a pencil icon and the text 'Sign to complete enrollment'. To its right is a green button with the text 'Click to Sign'.



An 'Enrollment Summary' card. It features a green checkmark icon and the text 'Acknowledged and Submitted'. Below this, it says 'Enrollment completed on Monday, January 24, 2022 7:31 PM'. There is a 'Print' icon in the top right corner.

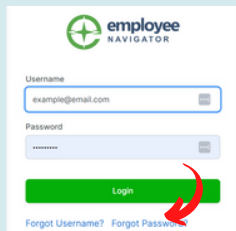


An alert box with a yellow triangle icon and the text 'Enrollment Not Complete!'. Below the text, it says 'Please complete the required highlighted steps from your enrollment progress menu.'

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.

Password Resets



The password reset form for Employee Navigator. It has the company logo at the top. Below it are two input fields: 'Username' (with the example 'example@email.com') and 'Password'. A green 'Login' button is at the bottom. Below the button are two links: 'Forgot Username?' and 'Forgot Password?'. A red arrow points from the 'Forgot Password?' link towards the right.

If you are **unable to login**, click **'Forgot'** and enter your work* email address. You will receive emailed instructions from Employee Navigator and a link to reset your password with a secure code.

If you do not receive an email with reset instructions, **check** your spam/junk folder. Then, if the email still cannot be located, contact your HR representative.

*Either your work or personal email depending on what you have provided to HR.

Enrollment Help: If you get stuck or need assistance, please contact your Human Resources Administrator

Guía de autoinscripción Employee Navigator

<https://www.employeenavigator.com>

Accediendo a la plataforma de inscripción

Iniciar sesión

Vaya a www.employeenavigator.com y haga clic en Iniciar sesión.

*Identificador de la empresa proporcionado por RR.HH., si es necesario.

Usuarios recurrentes:

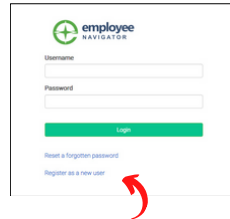
- Inicia sesión con tu nombre de usuario y contraseña

Usuarios por primera vez:

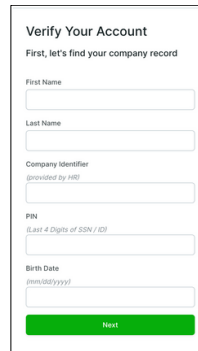
- Haga clic en el enlace para **Registrarse Como Nuevo Usuario** -o- en el enlace del correo electrónico que le envió su administrador.
- Si es necesario, complete las tareas de incorporación asignadas haciendo clic en **Let's Begin** antes de inscribirse en sus beneficios.
- Una vez que haya completado sus tareas y el registro, haga clic en **Start Enrollment**.

CONSEJO

Si presionas **"Dismiss, complete later"**, accederás a tu página de inicio. Aún podrá iniciar inscripciones nuevamente haciendo clic en **"Start Enrollments"**



Employee Navigator login form. It includes fields for Username and Password, a Login button, and links for 'Need a forgotten password?' and 'Register as a new user'.



Verify Your Account form. It includes fields for First Name, Last Name, Company Identifier (provided by HR), PIN (Last 4 Digits of SSN / ID), and Birth Date (mm/dd/yyyy), followed by a Next button.

Completar la inscripción

Iniciar inscripciones

- Clic **Start Enrollment**
- **Verifica** tu información personal
- **Ingrese** cualquier información dependiente

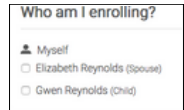
Start Enrollments

Consejo

Tenga a mano los detalles de los dependientes. Para inscribir a un dependiente en la cobertura necesitará su fecha de nacimiento y número de Seguro Social.

Elecciones de beneficio

- Para cada beneficio, seleccione el dependiente que desea incluir **marcando** la casilla debajo **Who am I enrolling?**
- Debajo de cada beneficio, vea los planes disponibles y el costo por pago
- Para elegir un beneficio, haga clic en Seleccionar plan debajo del costo del plan.
- Haga clic en **Save & Continue** en la parte inferior de cada pantalla para guardar su elección.



Who am I enrolling? form. It includes radio buttons for 'Myself', 'Elizabeth Reynolds (Spouse)', and 'Gwen Reynolds (Child)'.

Save & Continue

Don't want this benefit?

Consejo

Si no desea un beneficio, haga clic en **Don't want this benefit?** en la parte inferior de la pantalla y **seleccione** un motivo en el menú desplegable.

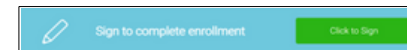
Completar el formulario

Si ha elegido beneficios que requieren la **designación de un beneficiario, un médico de atención primaria o la finalización de una Evidencia de asegurabilidad.formulario, se le pedirá que agregue esos detalles.**

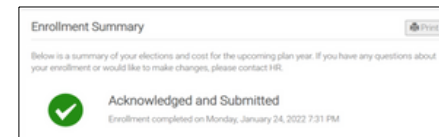
Revisar y confirmar elecciones

- **Revise** los beneficios que seleccionó en la página de resumen de inscripción
- Haga clic en **Sign & Agree** para completar su inscripción.

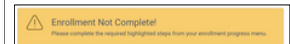
Puede imprimir un resumen de sus elecciones para sus registros o iniciar sesión en cualquier momento durante el año para ver su resumen en línea



Sign to complete enrollment button with a pencil icon and a Click to Sign button.



Enrollment Summary form. It includes a summary of elections and cost for the upcoming plan year, a status of 'Acknowledged and Submitted', and a timestamp 'Enrollment completed on Monday, January 24, 2022 7:31 PM'.

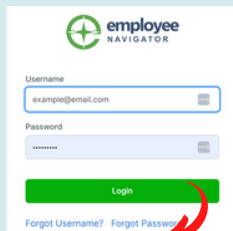


Enrollment Not Complete! warning message: Please complete the required enrollment steps from your enrollment progress page.

Consejo

Si omite un paso, verá Inscripción **Enrollment Not Complete** en la barra de progreso con los pasos incompletos resaltados. Haga clic en los pasos incompletos para completarlos.

Password Resets



Employee Navigator password reset form. It includes fields for Username (example@gmail.com) and Password, a Login button, and links for 'Forgot Username?' and 'Forgot Password?'.

Si **no puede iniciar sesión**, haga clic en **'Forgot'** e ingrese su dirección de correo electrónico de trabajo*. **Recibirá** instrucciones por correo electrónico de Employee Navigator y un enlace para restablecer su contraseña con un código seguro.

Si no recibe un correo electrónico con instrucciones para restablecer, revise su carpeta de correo no deseado/basura. Luego, si aún no se puede localizar el correo electrónico, comuníquese con su representante de Recursos Humanos.

*Ya sea su correo electrónico laboral o personal, dependiendo de lo que haya proporcionado a RR.HH.

Ayuda de inscripción Si se queda atascado o necesita ayuda, comuníquese con su administrador de recursos humanos.