

HOW TO ENROLL

EMPLOYEE NAVIGATOR SELF-SERVICE:

- Go to <https://www.employeenavigator.com/benefits/Account/Login>
- Click “Register as a new user”
- Enter your personal information
 - Company ID: Synergos
 - Pin: Last four digits of your social security number
- After entering your information, click “Next”
- Set up your username and password
- Click on box and agree to Employee Navigator Terms of Use
- Click “Register” which will take you to the home screen
- Click on “Start Benefits” to get started
- Ensure your personal information is correct and add anything missing
- Click “Save & continue”
- Choose your benefits – be sure to take advantage of the comparison options and benefit summaries
- Choose either “Select plan” OR “Don’t want this benefit”, if you are not interested
 - Add dependents by choosing “Who am I enrolling” and clicking the corresponding circle
- Review your benefits and choose “Accept” once you have completed your enrollments



employee
NAVIGATOR