

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:

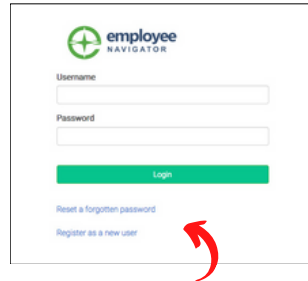
- Log in with your username and password

First time users:

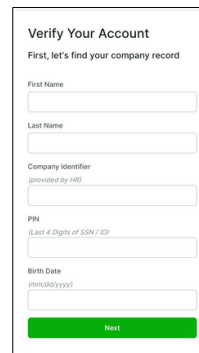
- Click the link to **Register as a new user** -or- the link in the email sent to you by your administrator.
- If required, complete any assigned onboarding tasks, by **clicking Let's Begin** before enrolling in your benefits.
- Once you've completed your tasks and registration click **Start Enrollment**.

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 features the Employee Navigator logo at the top. 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 to the 'Verify Your Account' form below.



The 'Verify Your Account' form asks the user to find their company record. It includes input fields for 'First Name', 'Last Name', and 'Company Identifier (provided by HR)'. There is also a 'PIN' field with a note '(Last 4 Digits of SSN / ID)' and a 'Birth Date' field with a '(mm/dd/yyyy)' format. A green 'Next' button is at the bottom.

Completing Enrollment

Start Enrollments

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

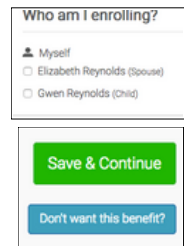
Start Enrollments

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



This form shows a 'Who am I enrolling?' section with radio buttons for '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.

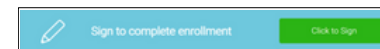
Form Completion

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.**

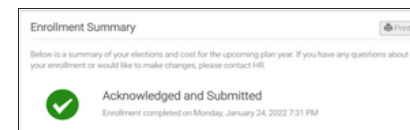
Review & Confirm Elections

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

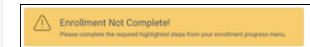
You can either print a summary of your elections for your records or login at any point during the year to view your summary online.



A blue button with a pencil icon and the text 'Sign to complete enrollment' next to a green 'Click to Sign' button.



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

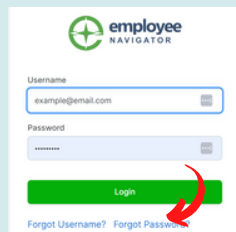


A yellow warning box with a triangle icon and the text 'Enrollment Not Complete'. Below it, it says 'Please complete the required highlighted steps from your enrollment progress view.'

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 has the Employee Navigator logo. It includes input fields for 'Username' (with an example 'example@email.com') and 'Password'. A green 'Login' button is at the bottom. Below the button are links for 'Forgot Username?' and 'Forgot Password?'. A red arrow points from the 'Forgot Password?' link to the 'Verify Your Account' form.

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:

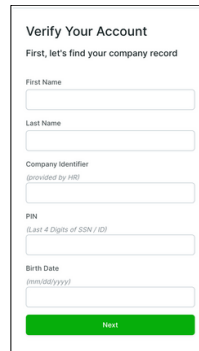
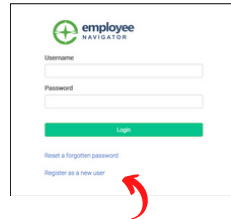
- Inicia sesión con tu nombre de usuario y contraseña

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"**



Completar la inscripción

Iniciar inscripciones

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

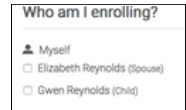
Start Enrollments

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.



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.

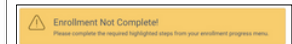
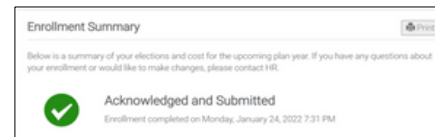
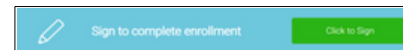
Completar el formulario

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.

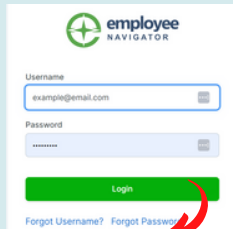
Puede imprimir un resumen de sus elecciones para sus registros o iniciar sesión en cualquier momento durante el año para ver su resumen en línea



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



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.