FOR EMPLOYEES

8 Steps to an Easy Employee Enrollment

Get off to a fast start

Follow this guide to enroll in your benefits quickly and accurately. Most people finish in one sitting.

Questions or changes?

Contact your HR representative about your enrollment, or to make changes after you've signed.

www.employeenavigator.com

Let's begin your new hire enrollment

PART 1 · GET STARTED

1 Log in

Go to employeenavigator.com and sign in using the instructions from your HR administrator.

2 Begin your enrollment

Click **Start**, then **Begin Enrollment**.

PART 2 · YOUR INFORMATION

3 Confirm your personal information

Click **Get Started** and complete all required fields. Check that everything is correct, then click **Save & Continue**.

4 Add your dependents

Enter details for each spouse, partner, or child you plan to cover.

5 Complete any additional requests

If asked, provide emergency contacts, employment documents, Medicare status, previous or current coverage, or health information.

PART 3 · CHOOSE & SIGN

6 Choose your benefits

Compare your options and view plan details. Click **Select** to enroll, or **Don't Want This Benefit?** to decline.

7 Review your summary

Check your elected benefits and your total cost per pay period.

8 Sign to complete your enrollment

Once you approve your summary, sign electronically. Your enrollment isn't final until you sign.

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