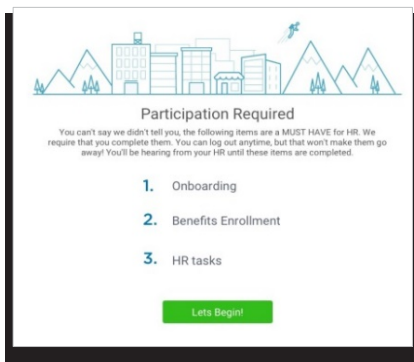


Step one: log in

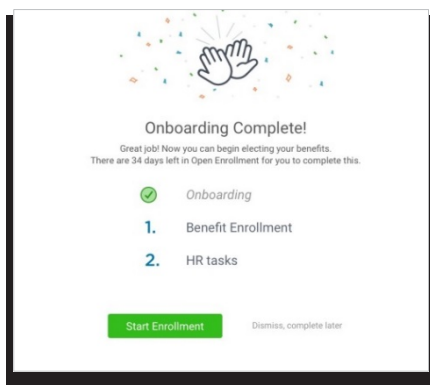
- Go to www.employeenavigator.com/benefits/Account
- **First time users:** Click on your Registration Link in the email sent to you by your admin or Register as a new user. Create an account, and create your own username and password
- **Returning users:** Log in with the username and password you selected.

NOTE: In order to register, you will need to enter your first and last name, your PIN (the last 4 digits of your SSN), your birth date, and the company identifier.



Step two: Welcome!

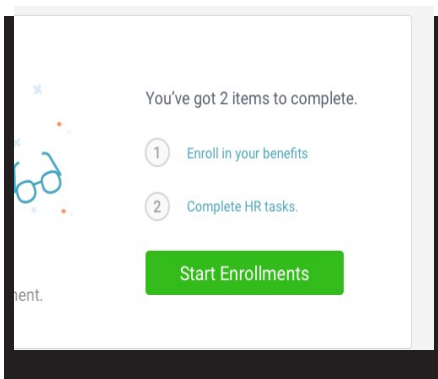
- After you login click, **Let's Begin** to complete your required tasks.



Step three: Onboarding

- (For first time users, if applicable) Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks click Start Enrollment to begin your enrollments.

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"



Step four: Start

- After clicking **Start Enrollment**, you'll need to complete some personal & dependent information before moving to your benefit elections.

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

Who am I enrolling?

Myself

Elizabeth Reynolds (Spouse)

Gwen Reynolds (Child)

Step five: Benefits Elections

- To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**
- Below your dependents you can view your 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 elections.
- 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.

\$138.46
Cost per pay period

Effective on 06/01/18
Employee

Compare Details Selected

How much will it cost?

Plan Cost	Employer Contribution	My Cost
\$138.46	\$138.46	\$0.00

View employer contributions summary

Save & Continue

Don't want this benefit?

Step six: Forms

- 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.

Enrollment Summary

Before is a summary of your elections and cost for the upcoming plan year. If you have any questions or would like to make changes, please contact HR.

Enrollment Not Complete!

Please complete the required highlighted steps from your enrollment progress menu.

Enrolled Plans

Medical
Key Care HSA PPO0017 4042435 Long Plan Name

Progress 6 of 8

- 1. Personal Information
- 2. Dependent Information
- 3. Medical
- 4. Design
- 5. Election
- 6. HSA
- 7. FSA
- 8. Enrollment Summary

Step seven: Review & Confirm Elections

- Review the benefits you selected on the enrollment summary page to make sure they are correct then 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.

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.

Step eight: HR Tasks

- To complete any required HR tasks, click **Start Tasks**. If your HR department has not assigned any tasks, you're finished!

NOTE: You can login to review your benefits 24/7 !

High Five! Enrollment Complete!

You've only got one more item to complete.

- Enroll in your benefits
- 1. HR Tasks

Start Tasks

Dismiss, complete later