



BISD Open Enrollment 2021

Now is the time to review, enroll, and make changes to your healthcare and supplemental plans. You can virtually enroll with an agent through screen sharing options, enroll in person, or self-enroll.

Salazar Insurance Group is offering agent assisted computer enrollments. You can complete your enrollment with the help of an enroller through a screen-sharing program called GlobalMeet. This will allow employees to see what the enroller sees and ask questions.

You can schedule your appointment at the following link:

<https://coloniallife.rivs.com/schedule/brownsvilleisd/>

In person enrollments are also available! See the campus schedules to find a location near you!

For any questions about your benefits, in person enrollments, scheduling an appointment online or self-enrolling, please call Salazar Insurance Group at 956-554-0028.

To login to self-enroll or make any demographic changes go to www.employeenavigator.com

- Click [Login](#) on the upper right corner.
- For first time users click "[Register As a New User](#)"
- You will fill in your information to create your account.
- The Company Identifier is [BISD](#)
- The pin is the [last 4 of your social](#).
- Click [Next](#), this is where you will create your account name and password.
- The next time that you login, you will use your Login information.
- If you have logged in before and forgot your username or password, click "[Reset a forgotten password](#)." Then click under the Employee option. This will take you to options to reset your username or password.

Please note that site works best when using Google Chrome as your internet browser. If you have any trouble logging in you can call Salazar Insurance Group at 956-554-0028.

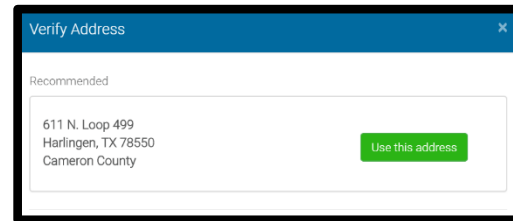
The image shows a screenshot of the Employee Navigator website. The main header is green with the text "All-In-One Benefits, HR & Compliance" and "Software for insurance brokers, carriers, and HR departments to make running a business easier." Below this, there are two overlapping white boxes. The left box is the "Login" form, which includes fields for "Username" and "Password", a green "Login" button, and links for "Reset a forgotten password" and "Register as a new user". The right box is the "Create Your Account" form, which 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)", along with a green "Next" button.

Personal Information:

Once you get started, verify your name, date of birth, phone number, and email address. Click Save & continue once all is verified. If there is an error to your name, please call Salazar Insurance Group at 956-554-0028 or visit with an enroller on campus.

Address:

If you have an address change, update your address. If there is no change, then click Save & Continue. You will be prompted to verify your address by clicking the green "Use this address" button.

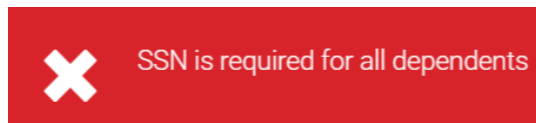


Dependent Information: ***Socials are required for dependents.***

If you need to add a spouse or child to your profile, Add Dependent on the top left.

You will need the following information for your spouse or dependent children:

- First Name, Last Name
- Relationship
- Gender
- Date of Birth
- SSN



If you already have your spouse or dependent children listed in the system, but are missing information, you will not be allowed to continue to the next page. You will be required to update the information using the Edit button to the left of their name. If you are not adding your dependent to your medical plan, you can enter a fake social for dependents beginning with 000-00-00XX.

IMPORTANT DEPENDENT INFORMATION:

****If you have a dependent with the name Colonial Spouse or Colonial Child, you MUST update that with accurate information for your Colonial benefits. You will click EDIT and replace Colonial with the correct first name. You will replace Spouse or Children with the correct last name. If you have any questions or need help updating that information, call Salazar Insurance Group at 956-554-0028 or meet with an enroller.****

Choosing your plans:

Select the dependents that will be covered on your plans. You can download information for each plan under Helpful Resources. By clicking compare under the heart symbol, you can also quickly view all plan comparisons for each benefit on one page. If you have any questions while self-enrolling you can call Salazar Insurance Group.

Enrollment Complete:

You must "Click to Sign" in order to complete your enrollment. If you do not have the option to sign to complete, data still needs to be verified by you. Be sure to click Save & Continue on each page. You can also print your enrollment summary for your records.

If you have any questions about your enrollment or would like to make changes you can log back in, speak with a Benefit Counselor during any of the scheduled campus/department locations district wide, schedule a virtual enrollment, or contact Salazar Insurance Group at 956-554-0028.



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