

ENROLL IN YOUR BENEFITS: One step at a time



The login screen for Employee Navigator. It features the logo at the top left, followed by input fields for 'Username' and 'Password'. A green 'Login' button is centered below the fields. At the bottom, there are links for 'Reset a forgotten password' and 'Register as a new user'.

Step 1: Log In

Go to www.employeenavigator.com and click **Login**

- **Returning users:** Log in with the username and password you selected. Click **Reset a forgotten password**.
- **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. Your Company Identifier is: **OzaSchDis2024**

The 'Participation Required' screen. It has a header with a cityscape illustration. Below the header, it states: 'You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.' A numbered list follows: 1. Onboarding, 2. Benefits Enrollment, 3. HR tasks. A green 'Lets Begin!' button is at the bottom.

Step 2: Welcome!

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

The 'Onboarding Complete!' screen. It features a graphic of two hands with confetti. The text says: 'Onboarding Complete! Great job! Now you can begin electing your benefits. There are 34 days left in Open Enrollment for you to complete this.' A green checkmark icon is next to the word 'Onboarding'. A numbered list follows: 1. Benefit Enrollment, 2. HR tasks. At the bottom, there is a green 'Start Enrollment' button and a link that says 'Dismiss, complete later'.

Step 3: 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**"

The 'You've got 2 items to complete' screen. It features a graphic of glasses. The text says: 'You've got 2 items to complete.' A numbered list follows: 1. Enroll in your benefits, 2. Complete HR tasks. A green 'Start Enrollments' button is at the bottom.

Step 4: Start Enrollments

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.

Step 5: Benefit 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.

Who am I enrolling?

Myself

Elizabeth Reynolds (Spouse)

Gwen Reynolds (Child)

\$138.46 Effective on 08/01/18
Cost per pay period Employee

How much will it cost?

Plan Cost	Employer Contribution	My Cost
\$138.46	<input type="text" value="\$ 138.46"/>	= \$0.00

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.

Step 6: 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

Below 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 Collapse

Key Care HSA PPO2017 404E2435 Long Plan Name

Progress 6 of 8

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

Step 7: 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.



Please remember to click the “Compare” button on the medical, dental and vision election screens to see side by side comparisons for each plan benefits and rates.



You can login to review your benefits 24/7