

How to Enroll

www.employeenavigator.com



Before You Start Your Web Enrollment

Thoroughly review your benefit options. Be sure to gather the following information before you begin the enrollment process:

For All Your Dependents:

- Full Legal Name
- Date of Birth
- Social Security Numbers
- Marriage License, Birth Certificate, Court Documents

For Beneficiary:

- Full Legal Name
- Date of Birth
- Social Security Number
- Relationship
- Address
- Telephone Number

When you have all the information together, and are ready to make your elections, log into www.employeenavigator.com to begin the online enrollment process.

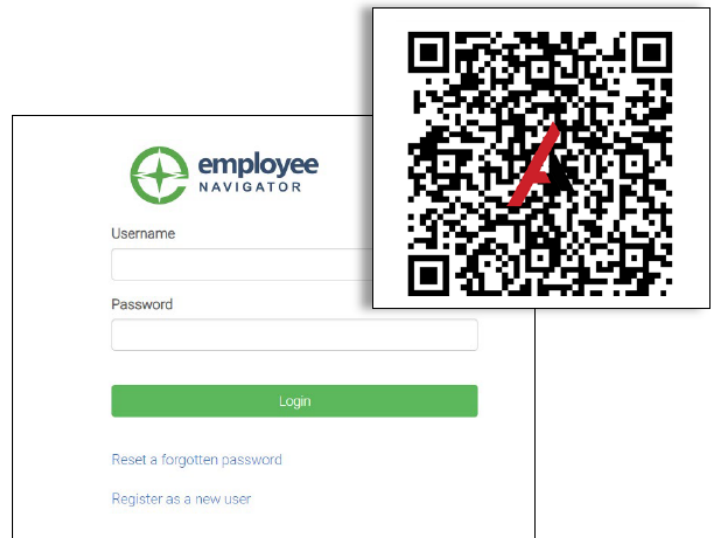
How to Enroll

1 Create an Account/Log in

Go to www.employeenavigator.com and click **Login** to register or scan the QR code.

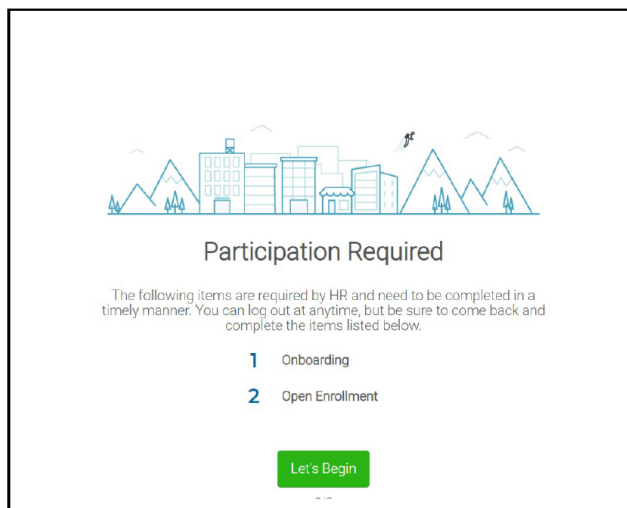
- First time users: Click **Register as a new user**, enter your personal information, and **company identifier**.
- Returning Users: Log in with your username and password.
- **Forgot your password or username?** Click **Reset a forgotten password** to reset both password and username, if needed.

COMPANY IDENTIFIER: **DESOTOSCHOOLS**



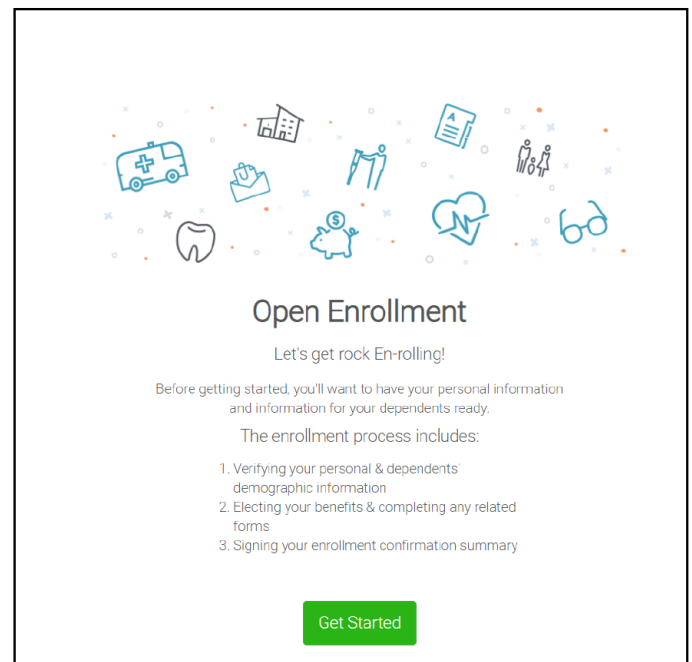
2 Welcome

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



3 Onboarding

Complete any assigned onboarding task before enrolling in your benefits. Once you've completed your tasks, click **Begin Enrollment**. **If you logout now, you can come back later and start from where you left off.**



4 Start Enrollment

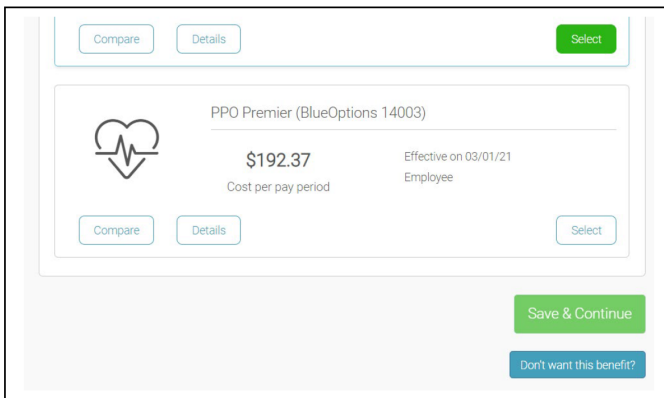
After clicking **Get Started**, you will need to complete some personal & **dependent information** before moving to your benefit elections.

TIP Have dependent details available. To enroll dependents in coverage you will need their dates of birth and social security numbers.

How to Enroll

5 Elect your Benefits

- 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 period. To elect a benefit, click **Select** below 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 the reason why from the drop-down menu.
- 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.



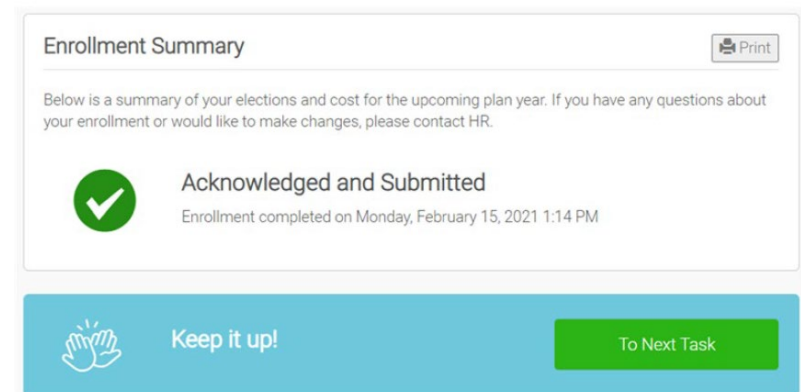
Who am I enrolling?

- Myself
- Select All
- Jane Smith (Spouse)
- Jimmy Smith (Child)

TIP If you miss a step, you will see **Enrollment Not Complete!** in the progress bar with the incomplete steps highlighted. Click on any incomplete steps to complete them.

6 Review and Confirm

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.



7 Congratulations!

You have successfully completed your enrollment! You will have the remainder for your Open Enrollment Window to come back and make updates to plans or dependents if needed.



You can login to review your benefits 24/7