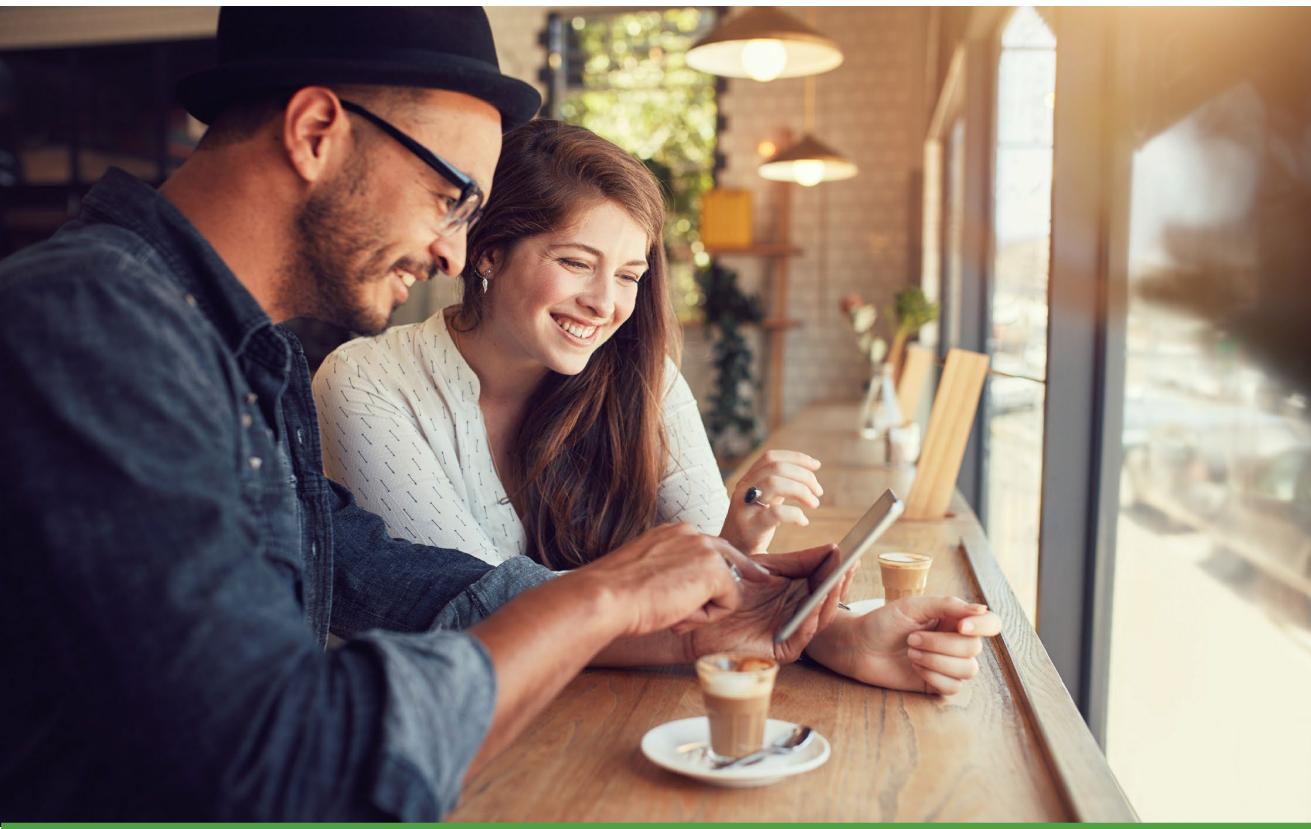


# How to Enroll

[www.employeenavigator.com](http://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](http://www.employeenavigator.com) to begin the online enrollment process.

# How to Enroll

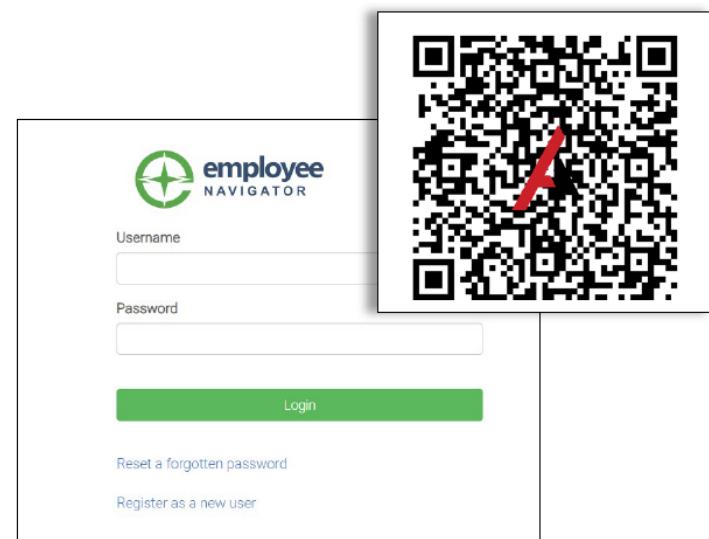
1

## Create an Account/Log in

Go to [www.employeenavigator.com](http://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**

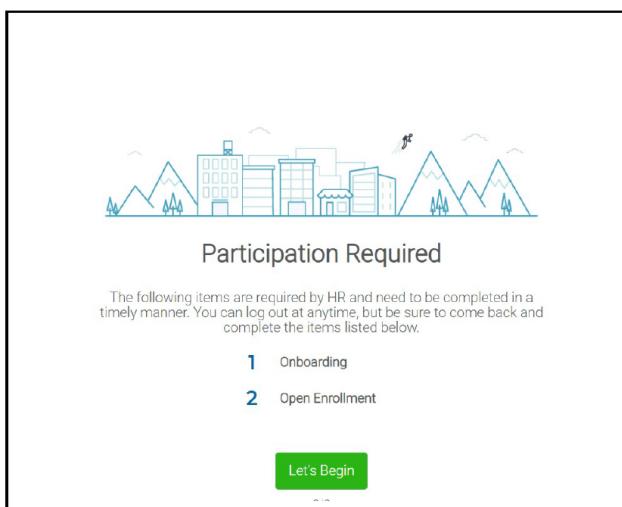


The image shows the Employee Navigator login interface. It features a logo with a compass rose and the text 'employee NAVIGATOR'. Below the logo are fields for 'Username' and 'Password', each with a corresponding input box. A large green 'Login' button is positioned below these fields. At the bottom of the screen, there are two links: 'Reset a forgotten password' and 'Register as a new user'. To the right of the login form is a QR code with a red 'A' drawn over it.

2

## Welcome

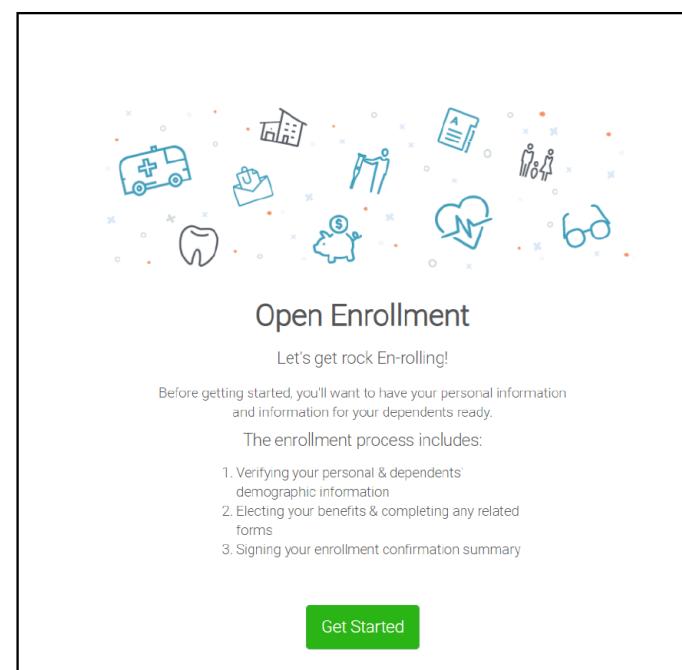
After you login click **Let's Begin** to complete your required tasks.



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## 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.

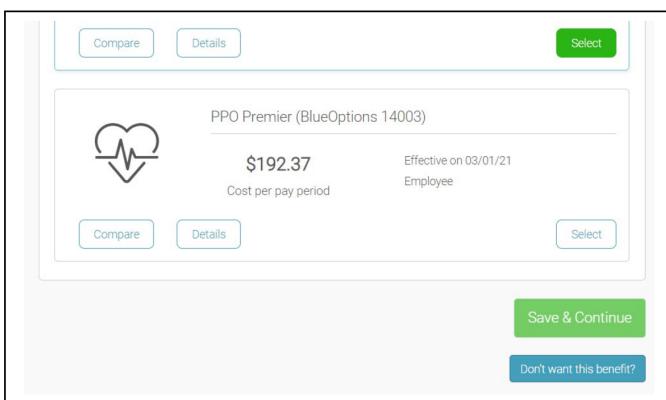
**TIP** Have dependent details available. To enroll dependents in coverage you will need their dates of birth and social security numbers.

# How to Enroll

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## 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.

### Enrollment Summary

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



Acknowledged and Submitted

Enrollment completed on Monday, February 15, 2021 1:14 PM



Keep it up!

To Next Task

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## 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.

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## 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