

# How to Enroll

## New User Registration

### 1. Log on

Visit our website: [www.EmployeeNavigator.com](http://www.EmployeeNavigator.com)

### 2. Register

Select *New User Registration*

### 3. Verify

Enter the following:

- First Name
- Last Name
- Company Identifier (provided in your registration email)
- Last 4 Digits of SSN
- Birth Date (ex. 01/01/1970)

The screenshot shows a registration form titled "Create Your Account". It prompts the user to "First, let's find your company record". The form includes input fields for "First Name", "Last Name", "Company Identifier" (with a note "(provided by HR)"), "PIN" (with a note "(Last 4 Digits of SSN / ID)"), and "Birth Date" (with a note "(mm/dd/yyyy)"). A green "Next >" button is at the bottom.

## Returning User – Forgotten Password

### 1. Log on

Visit our website: [www.EmployeeNavigator.com](http://www.EmployeeNavigator.com)

### 2. Register

Select *Reset a Forgotten Password*

### 3. Verify

- Select that you are an Employee
- Input your Username

A password reset email will be sent to your primary email. Follow the link in the email to reset your password.

The screenshot shows the Employee Navigator login page. It features the logo and the text "employee NAVIGATOR". There are input fields for "Username" and "Password". A green "Login" button is at the bottom. Below the button is a link that says "Reset a forgotten password".

The screenshot shows a page titled "Forgot Your Password?". It has a heading "Employees" and a sub-heading "If you're a company employee:". There is a green "Click Here" button.

For Employee Navigator technical assistance only, please contact Customer Care at 800.814.1862 Mon - Fri, 8am - 5pm PST, or email [customercare@keen.com](mailto:customercare@keen.com)

**If you have questions related to benefits contact your employer's benefits administrator.**