

EMPLOYEE NAVIGATOR — ENROLLING IS EASY

Open Enrollment will begin on Monday, May 5, 2025 and end on Friday, May 16, 2025. All employees are required to complete Open Enrollment through **Employee Navigator** even if you are not changing your current coverage. You **MUST** make elections for your Medical, Prescription, Dental, Vision and FSA, or waive coverage, for the 2025-2026 Plan Year. Failure to make your elections during Open Enrollment may result in loss of coverage effective 7/1/2025.

Complete Account Registration

Welcome Tamron Tester-Teacher!

Enter your desired username and password.

To protect your account, enter the requested personal information to verify your identity.

Username

Password

Confirm Password

Email Address

Last 4 Digits of SSN

Step 1:

- **New Users:** Click on the Registration Link in the email sent to you from Employee Navigator and **Complete Account Registration**. Enter the requested information on the page.
- Create your User Name and Password and click Register.
- **Returning Users:** Enter your Username and Password after you log in at www.employeenavigator.com. If you have forgotten your Username or Password, select **Reset a forgotten password**.

Step 2: Your account has been successfully created. You can now login using your new account by clicking the Continue button.

Let's Begin Your Open Enrollment

You will:

1. Verify and enter some personal information for you and your dependents
2. Enter Social Security Numbers and dates of birth for eligible family members
3. Select your benefits

Elections will be finalized only after you sign and authorize your elections.

Enrollment Support Options

Get Started

Step 3: Click Start to begin Open Enrollment

After clicking **Start**, you will need to complete some Personal and Dependent information before moving to your benefit elections. Click **Get Started** to continue.

TIP

Have dependent details handy. To enroll a dependent in coverage, you will need their date of birth and Social Security number.

Step 4: 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 the **Select** button underneath the plan cost.

Who am I enrolling?

- ☒ Myself
- ☐ Select All
- ☐ Jane Smith (Spouse)
- ☐ Mary Smith (Child)

Which plan do I want?



19-20 Personal Choice C2F101

\$29.58


Cost per pay period

Effective on 07/01/19
Employee

Compare

Details

Select



19-20 Keystone HMO D4N2

\$24.74

Cost per pay period

Effective on 07/01/19
Employee

Compare

Details

Select

Save & Continue

Don't want this benefit?

Click **Save & Continue** at the bottom of each screen to save your Medical, Prescription, Dental and Vision elections. Read and Agree to any Disclosures, if applicable.

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.

Progress: 5 of 8

View steps ▼

- ✓ 1. Personal Information
- ✓ 2. Address
- ✓ 3. Dependent Information
- ⚠ 4. Medical
- ✓ 5. Prescription
- 6. Dental
- ⚠ 7. Vision
- ⚠ 8. Enrollment Summary


Check your Progress by clicking View steps under the bar. You will need to resolve any steps that remain incomplete.

TIP

You can view your Current 24-25 elections in the **My Selections** box located under the Progress Bar.

Enrollment Summary Print

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.




Signature required

You've elected all your benefits, but we still require a signature before advancing.

Please review the acknowledgment below.

As an eligible employee, I acknowledge that I understand the benefits, rights, and obligations available to me under the plan. I certify the facts contained in this summary are true and complete to the best of my knowledge. I understand that deductions can be made on a pre-tax or post-tax basis. Furthermore, I understand that elections for plans that are deducted on a pre-tax basis cannot be changed during the plan year unless I experience a Qualified Life Event.



Sign to complete enrollment

Click to Sign

Step 5: Review & Confirm Elections

Review the benefits you selected on the Enrollment Summary to make sure they are correct then click **Click to Sign** to complete your enrollment. You can print the Enrollment Summary for your records.

You are finished!