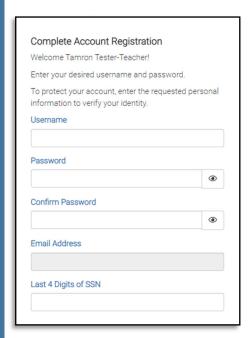


EMPLOYEE NAVIGATOR — ENROLLING IS EASY

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.



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.
- <u>Returning Users</u>: Enter your Username and Password after you log in at www.employeenavigator.com. If you have forgotten your Username or Password, select <u>Reset a forgotten</u> 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:
Verify and enter some personal information for you and your dependents
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

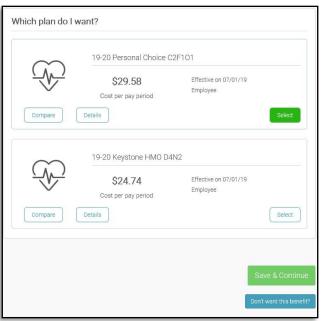
Have dependent details handy. To enroll a dependent in coverage, you will need their date of birth and Social Security number.

Step 4: Benefit Elections

To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**

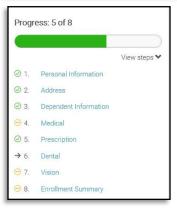
Below your dependents you can view your available plans and the cost per pay. To elect a benefit, click the **Select** button underneath the plan cost.





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.

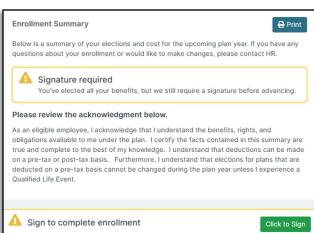
If you do not want a benefit, click **Don't want this benefit?** at the bottom of the screen and select a reason from the drop-down menu.



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.



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!