

ENROLL IN YOUR BENEFITS: ONE STEP AT A TIME

The image shows the Employee Navigator login page with fields for Username and Password, a Login button, and a link to Reset a forgotten password. Below it is a 'Participation Required' screen with a progress bar showing 1. Onboarding, 2. Benefits Enrollment, and 3. HR tasks. A 'Let's Begin!' button is at the bottom. A summary screen shows 'You've got 2 items to complete' with a list: 1. Enroll in your benefits, 2. Complete HR tasks. A 'Start Enrollments' button is at the bottom.

Step 1: Log In

Go to www.employeenavigator.com and click **Login**

- **Returning users:** Log in with the username and password you selected. Click **Reset a forgotten password**.
- **First time users:** Click on your Registration Link in the email sent to you by your admin or **Register as a new user**. Create an account, and create your own username and password.
- You may be required to enter personal identifying data and your company identifier: **IHU**

Step 2: Welcome!

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

Step 3: Onboarding (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks click **Start Enrollment** to begin your enrollments.

TIP: If you hit "Dismiss, complete later" you'll be taken to your Home Page. You'll still be able to start enrollments again by clicking "Start Enrollments"

Step 4: Start Enrollments

After clicking Start Enrollment, you'll need to complete some personal & dependent information before moving to your benefit elections.

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

Step 5: 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 **Select Plan** underneath 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 a reason from the drop-down menu.

Verify Your Account

First, let's find your company record

The form has fields for First Name, Last Name, and Company Identifier (provided by HR). The Company Identifier field contains 'IHU'.



Onboarding Complete!
Great job! Now you can begin electing your benefits. There are 34 days left in Open Enrollment for you to complete this.

- ✓ Onboarding
 - 1. Benefit Enrollment
 - 2. HR tasks
- Start Enrollment** Dismiss, complete later

The screen shows a cost summary for a plan. Plan Cost: \$138.45, Employer Contribution: \$138.45, My Cost: \$0.00. There are buttons for 'Compare', 'Details', and 'Selected'. Below is a table for 'How much will it cost?' and a 'View employer contributions summary' link. At the bottom are 'Save & Continue' and 'Don't want this benefit?' buttons.

Who am I enrolling?

- Myself
- Elizabeth Reynolds (Spouse)
- Gwen Reynolds (Child)

Step 6: Forms

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.

Step 7: Review & Confirm Elections

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.

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

The Enrollment Summary screen shows a progress bar for 'Progress 6 of 8'. A warning box says 'Enrollment Not Complete! Please complete the required highlighted steps from your enrollment progress menu.' Below is a list of enrolled plans: Medical, Key Care HSA PPO2017 404E2435 Long Plan Name. A progress bar on the right shows steps 1-7 completed and step 8 highlighted.

Step 8: HR Tasks (if applicable)

To complete any required HR tasks, click **Start Tasks**. If your HR department has not assigned any tasks, you're finished!

You can login to review your benefits 24/7!