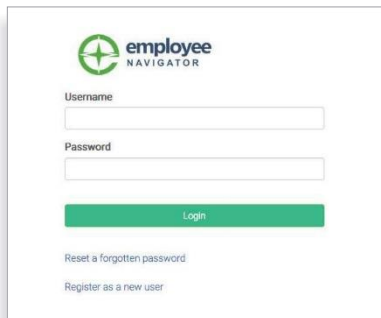


## Enroll In Your Benefits: One Step At A Time



employee NAVIGATOR

Username

Password

Login

[Reset a forgotten password](#)

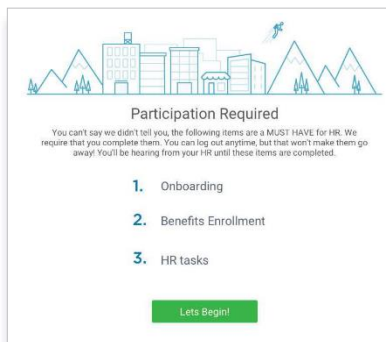
[Register as a new user](#)

### Step 1: Log In

Go to [www.employeenavigator.com](http://www.employeenavigator.com) and click *Login*.

- **Returning users:** *Even though you are a returning user, you will have to register as a new user.*
- Click on Register as a new user. Create an account, and create your own username and password.
- **First time users:** Click on *Register as a new user*. Create an account, and create your own username and password.

**Company Identifier: ESMH**



Participation Required

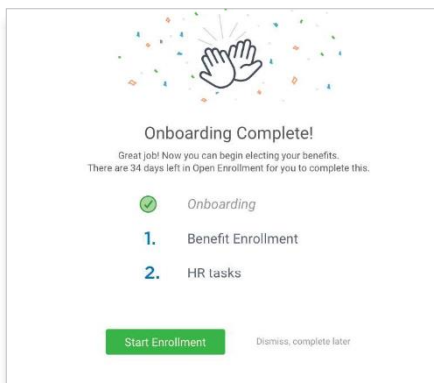
You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.

1. Onboarding
2. Benefits Enrollment
3. HR tasks

Let's Begin!

### Step 2: Welcome!

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



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

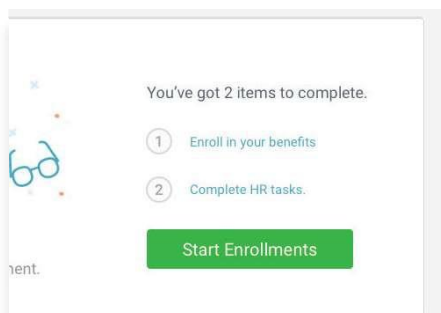
Start Enrollment

[Dismiss, complete later](#)

### 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"**



You've got 2 items to complete.

1. Enroll in your benefits
2. Complete HR tasks.

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.**

## Enroll In Your Benefits (continued)

This screenshot shows the 'How much will it cost?' section of the enrollment process. At the top, it displays a plan cost of \$138.46 per pay period, effective on 08/01/18 for an employee. Below this, a table breaks down the costs:

Plan Cost	Employer Contribution	My Cost
\$138.46	\$ 138.46	\$0.00

Buttons at the bottom include 'Compare', 'Details', 'Selected', 'View employer contributions summary', 'Save & Continue', and 'Don't want this benefit?'.

### 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.

### 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.

This screenshot shows the 'Enrollment Summary' screen. It includes a progress bar indicating 'Progress 5 of 8'. A warning message states 'Enrollment Not Complete! Please complete the required highlighted steps from your enrollment progress menu.' Below this, a list of enrolled plans is shown, including 'Medical' and 'Key Care HSA PPO2017 404E2435 Long Plan Name'. A sidebar on the right lists the steps: 1. Personal Information, 2. Dependent Information, 3. Medical, 4. Dental, 5. Vision, 6. HSA, 7. FSA, and 8. Enrollment Summary. Steps 1-4 are marked as complete, while steps 5-8 are highlighted in yellow to indicate they are incomplete.

### 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.**

### 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!

This screenshot shows the 'High Five! Enrollment Complete!' screen. It features a celebratory graphic of a hand high-fiving confetti. The text says 'You've only got one more item to complete.' Below this, a list shows 'Enroll in your benefits' as completed with a green checkmark, and '1. HR Tasks' as the next step. A green 'Start Tasks' button is prominently displayed, along with a link to 'Dismiss, complete later'.

You can login to review your benefits 24/7