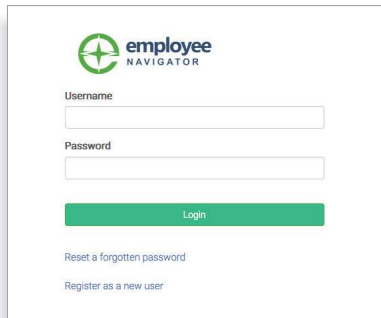


## Enroll In Your Benefits: One Step At A Time



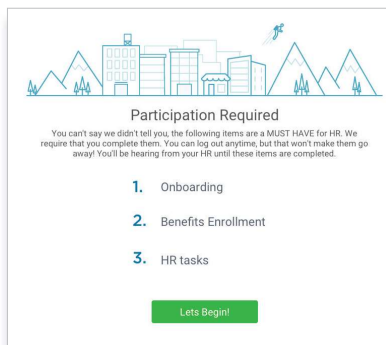
The login page features the Employee Navigator logo at the top left. Below it are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom left, there are two links: 'Reset a forgotten password' and 'Register as a new user'.

### Step 1: Log In

Go to [www.employeenavigator.com](http://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 *Register as a new user*. Create an account, and create your own username and password.

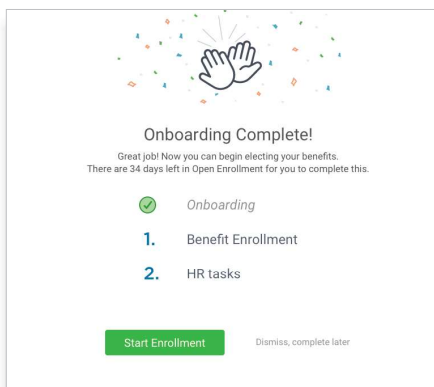
Company Identifier: **EMSH**



The page has a header with a city skyline illustration. The main heading is 'Participation Required'. Below it is a paragraph explaining that certain items are mandatory for HR. A numbered list follows: 1. Onboarding, 2. Benefits Enrollment, and 3. HR tasks. A green 'Let's Begin!' button is at the bottom.

### Step 2: Welcome!

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

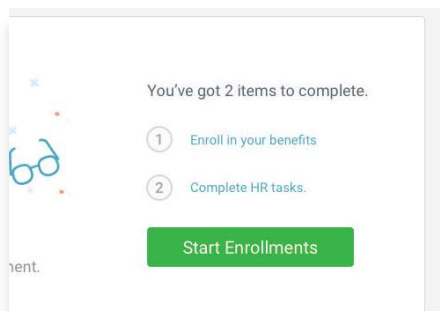


The page features a 'Hands Clapping' icon with confetti. The heading is 'Onboarding Complete!'. A paragraph states that the user can now begin electing benefits and that there are 34 days left in Open Enrollment. A progress indicator shows 'Onboarding' as complete with a green checkmark. A numbered list follows: 1. Benefit Enrollment, 2. HR tasks. At the bottom, there is a green 'Start Enrollment' button and a link '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”**



The page has a header with a pair of glasses icon. The heading is 'You've got 2 items to complete.'. Below it is a numbered list: 1. Enroll in your benefits, 2. Complete HR tasks. A green 'Start Enrollments' button is at the bottom.

### 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)

### 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.

### 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!



You can login to review your benefits 24/7