SELF-SERVICE INSTRUCTIONS

Visit the link below and follow the steps to review, enroll or waive your benefit offerings.

A	employ	ee	
Usernam			
Password			
	Lo	ain	
Reset a fo	rgotten password	gin	
Register a	s a new user		

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.
- Company Identifier: <u>WorSchDis</u>

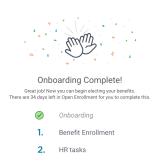


Onboarding
 Benefits Enrollment
 HR tasks

idn't tell you, the following items are a MUST HA lete them. You can log out anytime, but that wo be hearing from your HR until these items are co

Step 2: Welcome!

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

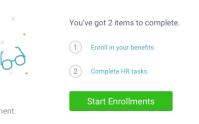


Step 3: Onboarding (For first time users, if applicable)

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

ΤΙΡ

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.

ΤΙΡ

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

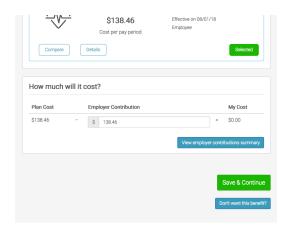


To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**

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.

Who am I enrolling?

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



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.

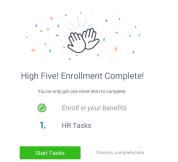
Step 6: Forms

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.

Enrollment Summary	Progress 6 of 8
Below is a summary of your elections and cost for the upcoming plan year. If you have any questio would like to make changes, please contact HR.	ns or View Steps
Enrollment Not Complete! Please complete the required highlighted steps from your enrollment progress menu.	 1. Personal Information 2. Dependent Information 3. Medical
	4. Dental
Enrolled Plans	🖌 5.Vision
	🗸 6. HSA
Medical Collap	se 🗸 🖌 7. FSA
Key Care HSA PP02017 404E2435 Long Plan Name	→ 8. Enrollment Summary

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.



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

32