## **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>

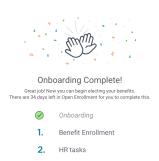


Onboarding
 Benefits Enrollment
 HR tasks

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.

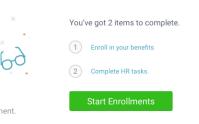


### Step 3: Onboarding (For first time users, if applicable)

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.

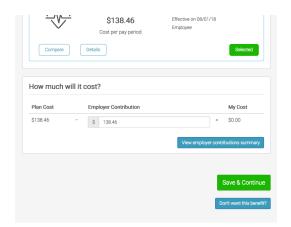


To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?** 

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.

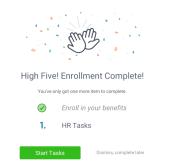
#### Step 6: Forms

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<br>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.  | <ul> <li>1. Personal Information</li> <li>2. Dependent Information</li> <li>3. Medical</li> </ul> |
|   | 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