

# ENROLLMENT INSTRUCTIONS



Username

Password

Login

[Forgot Username?](#) [Forgot Password?](#)

[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**, if needed.
- **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 your own username and password.
  - You will need your Name, Date of Birth, Last 4 of SSN, and the company identifier: **Town of Norton**

## Step 2: 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 3: 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.

### Who am I enrolling?

- ☒ Myself
- ☐ Select All
- ☐ Spouse Demo (Spouse)
- ☐ Child Demo (Child)



Medical Plan Option 3

**\$426.72**

Cost per pay period

Effective on 11/01/23

Employee + Family

Compare

Details

Select

Click **Save & Continue** to save your elections.

If you do not want a benefit, click **Don't want this benefit?** and select a reason from the dropdown menu.

Save & Continue

Don't want this benefit?

## Step 4: 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.

# COMPLETE ENROLLMENT

## Step 5: Review & Confirm Elections


Review the benefits you selected on the enrollment summary page to make sure they are correct.

**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.

Enrollment Summary

Print


Below is a summary of your elections and cost for the upcoming plan year. If you have any questions about your enrollment or would like to make changes, please contact HR.



**Enrollment Not Complete!**  
Please complete the required highlighted steps from your enrollment progress menu.

Enrolled Plans

Medical



**Medical Plan Option 3**

Coverage: Employee + Family

Cost Per Pay: \$426.72

Collapse

Progress: 11 of 13

View steps

1. Personal Information

2. Address

3. Dependent Information

4. Medical

5. Health Savings Account

6. Flexible Spending Account

7. Dental

8. Vision

9. Life

9a. Life Beneficiary

10. Voluntary Short-Term Disability

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.



Sign to complete enrollment

Click to Sign