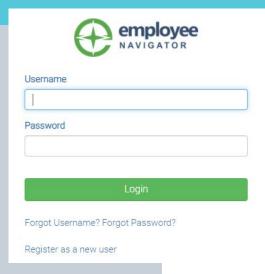
# **ENROLLMENT INSTRUCTIONS**



#### 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, 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**

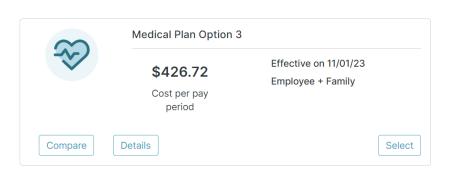
After clicking **Start Enrollment**, you'll need to complete some personal & dependent information before moving to your benefit elections.

**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.



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?

Who am I enrolling?	
■ Myself	
O Select All	
O Spouse Demo (Spouse)	
Child Demo (Child)	

#### Step 4: Forms

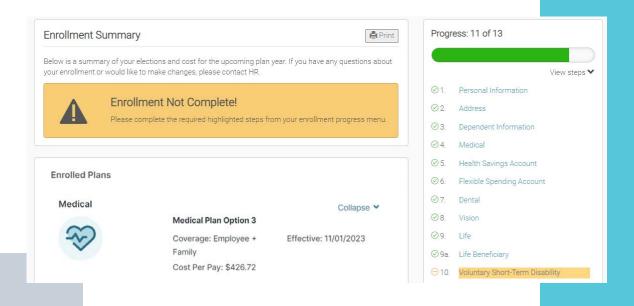
If you have elected benefits that require a beneficiary designation, Primary Care Physician, or completion of an Evidence of Insurability form, you will be prompted to add in those details.

# **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.



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.

