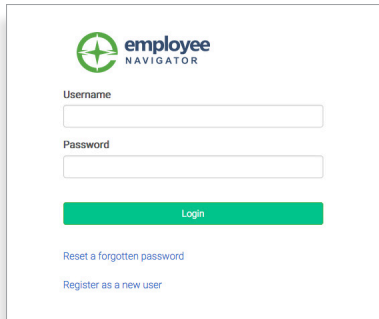


ENROLL IN YOUR BENEFITS: One step at a time



employee NAVIGATOR

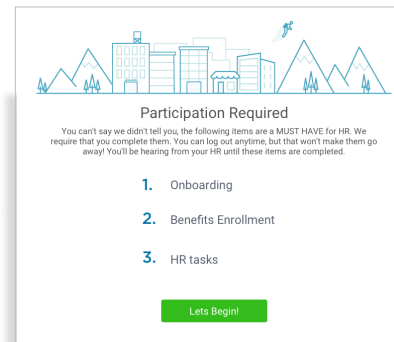
Username

Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

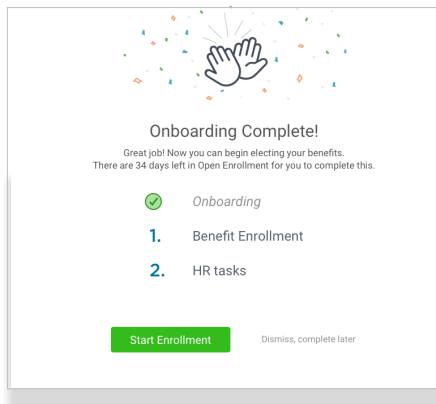


Participation Required

You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.

1. Onboarding
2. Benefits Enrollment
3. HR tasks

Let's Begin!



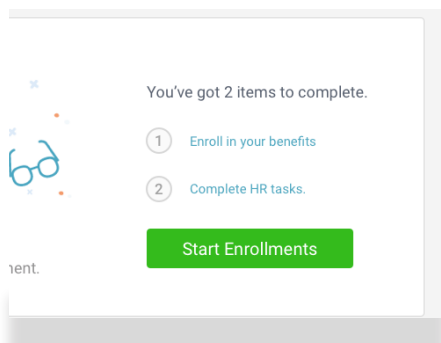
Onboarding Complete!

Great job! Now you can begin electing your benefits. There are 34 days left in Open Enrollment for you to complete this.

☒ Onboarding

1. Benefit Enrollment
2. HR tasks

Start Enrollment [Dismiss, complete later](#)



You've got 2 items to complete.

1. Enroll in your benefits
2. Complete HR tasks.

Start Enrollments

Step 1: Log In

Go to www.employeenavigator.com and click **Login**

Click on the link included in the Open Enrollment Email you receive from Powers Guaranteed Services. You can also connect through the Employee Navigator link at www.employeenavigator.com.

- If you need a password reset, click “Reset Password. You may need this Company Identifier: **MH Center**

- **First time users:** Click on your Registration Link in the email sent to you by your HR administrator or “**New User Registration**” and create an account. You will need this Company Identifier: **MH Center** to complete your enrollment.

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.

TIPS:

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**”

If you want to track your progress or go back and review an election, click on the “**View Steps**” link.

Step 4: Start Enrollments

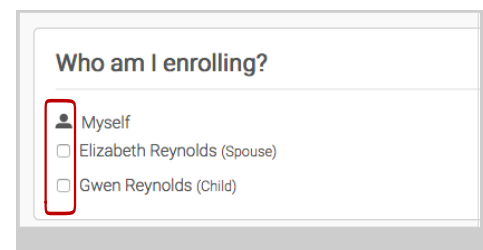
After clicking **Start Enrollment**, you'll need to complete some personal & dependent information before moving to your benefit elections.

TIP: You only need to add your dependent information if you are enrolling them in a benefit. You will need their date of birth, social security number and PCP information.

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.



Who am I enrolling?

☒ Myself

☐ Elizabeth Reynolds (Spouse)

☐ Gwen Reynolds (Child)

\$138.46
Cost per pay period

Effective on 08/01/18
Employee

Compare Details **Selected**

How much will it cost?

Plan Cost	Employer Contribution	My Cost
\$138.46	\$ 138.46	\$0.00

[View employer contributions summary](#)

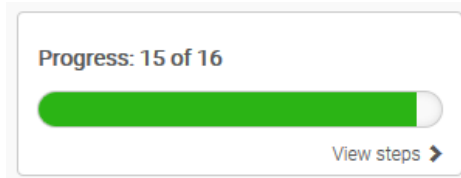
Save & Continue
[Don't want this benefit?](#)

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.



TIP: If you want to track your progress or go back and review an election, click on the **"View Steps"** link.

Enrollment Summary

Below is a summary of your elections and cost for the upcoming plan year. If you have any questions 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
Key Care HSA PPO2017 404E2435 Long Plan Name

Progress 6 of 8
[View Steps >](#)

- ✓ 1. Personal Information
- ✓ 2. Dependent Information
- ✓ 3. Medical
- ✗ 4. Dental
- ✓ 5. Vision
- ✓ 6. HSA
- ✓ 7. FSA
- 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.

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.

High Five! Enrollment Complete!

You've only got one more item to complete.

✓ [Enroll in your benefits](#)

1. [HR Tasks](#)

Start Tasks [Dismiss, complete later](#)

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!

What can I do and find on Employee Navigator?

- Review your benefits and plan documents
- Carrier contact information
- Update your address, beneficiaries, & emergency contacts
- Update benefits in the event of a qualified life event (HR will have to approve)



You can login to review your benefits 24/7 at:
www.employeeenavigator.com