1. Access Employee Navigator by visiting https://employeenavigator.com
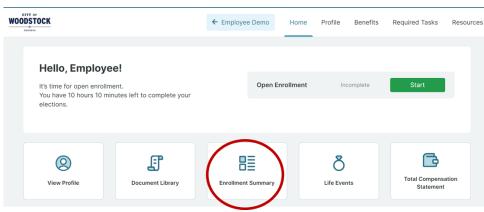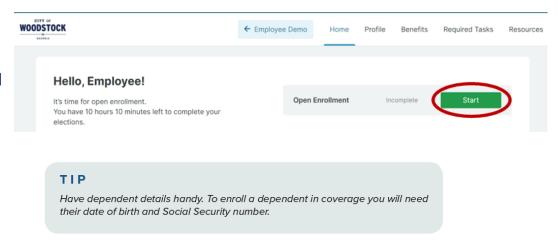2. Click Login located in the top right-hand corner of the Home Page.
3. Click on Register as a new user located at the bottom of the login screen. Enter the following information to create your username and password:
   - First Name
   - Last Name
   - Company Identifier: **cityofwoodstock**
   - Last 4 digits of your social security number
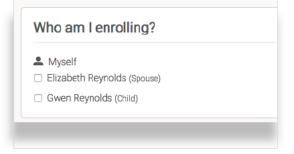   - Date of Birth

4. Once registered, you can view your current benefits by clicking on the **Enrollment Summary** icon located in the middle of the Home Page.

5. **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.
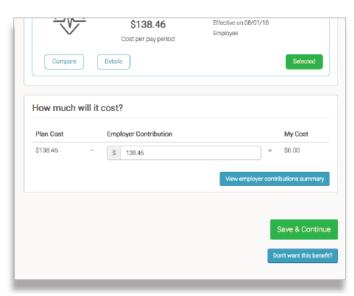
6. **Benefit Elections**
To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**

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.
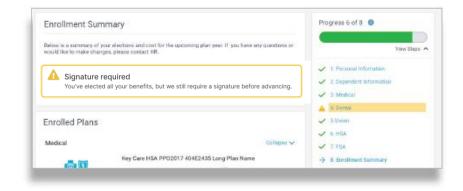
Click **Save & Continue** at the bottom of each screen to save your elections.

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.

7. 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.
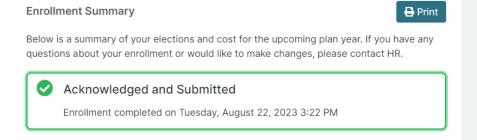
8. Review & Confirm Elections
Review the benefits you selected on the enrollment summary page to make sure they are correct then select **click to sign** to complete your enrollment.

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.

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.