

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.

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

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.

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.

**Signature required**  
You've elected all your benefits, but we still require a signature before advancing.

Enrolled Plans

- Medical
- Key Care HSA PPO2017 404E2435 Long Plan Name

Progress 6 of 8

- 1. Personal Information
- 2. Dependent Information
- 3. Medical
- 4. Dental
- 5. Vision
- 6. HSA
- 7. FSA
- 8. Enrollment Summary

### 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.

**Sign to complete enrollment** [Click to Sign](#)

### Enrollment Summary



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.



**Acknowledged and Submitted**

Enrollment completed on Tuesday, August 22, 2023 3:22 PM

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.