NEW USER REGISTRATION GUIDE

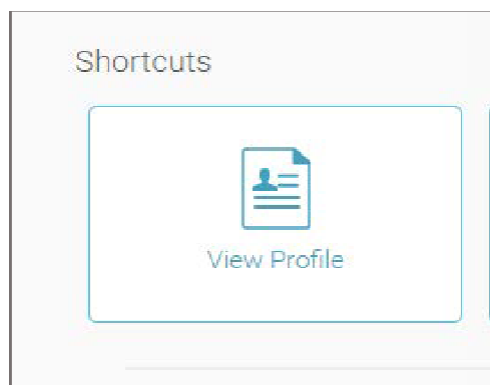## Step 1: Log In

Go to www.employeenavigator.com to get started and select Login in the upper right corner.

First Time Users: Click Register as a new user and enter in the required information including your **Company Identifier:** NavajoCounty

Step 2: Review Your Profile

After you login, under Shortcuts click 'View Profile' and review the demographic information loaded for you and applicable dependents.
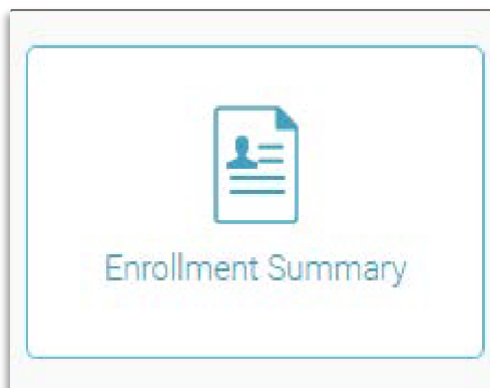
Step 3: Review Enrollments

Your current enrollments have been loaded into the system. To view these elections, under Shortcuts click 'Enrollment Summary'.

TIP

Have dependent details handy. If you have dependents enrolled, you will want to review their demographics in the system, such as their date of birth and Social Security number to ensure accuracy.

Document Library

To see all plan summaries, under Shortcuts click 'Document Library'.

Life Events

If you have a life event and need to make changes to your enrollments, you will do so under Shortcuts by clicking **'Life Events'.** Examples of times when you may need to do this are:

- Newborn Child
- Adoption
- Marriage
- Divorce
- Spouse Open Enrollment
- Employee Loss of Coverage

We hope you enjoy all that Employee Navigator has to offer. If you have any questions or concerns, please let your HR know.