



Online Benefits Enrollment

Enrolling for benefits with Employee Navigator is easy!

Follow the steps below to elect or waive coverage for the current plan year.

Information Needed When Adding Dependents

- Name
- Social Security Number(s)
- Dates of Birth
- Home Address (if separate from yours)

Step 1: Getting Started

- In your web browser type www.employeenavigator.com/benefits/Account/Login in the address bar.
- Username - If you have misplaced your credentials, reach out to HR.
- Reset Password - Employees can reset passwords on login screen.
- Click **“New User Registration”** (first time user)
- Create Your Account:
 - a) First Name
 - b) Last Name
 - c) Company Identifier **Nebo School District**
 - d) Last 4 Digits of SSN
 - e) Birth Date
- On the home screen (once logged in) look for **“Start Enrollment”**.

Step 2: Verify Your Personal and Dependent Information

- Personal Information - Validate all information is accurate.
- Dependent Information:
 - a) To update information click **“Edit”**, upon completion click **“Save”**.
 - b) Select **“Add Dependent”** if you currently do not see them listed.
- Once all of your dependents have been added/updated, click **“Save & Continue”**.
- **Please Note:** If your company offers supplemental life insurance you need to add your spouse and children as dependents in this screen.

Step 3: Making Your Open Enrollment Elections

- Complete all benefits through each step of the enrollment process (enroll or waive).
- Click **“Save & Continue”** at the end of each benefit screen.

Step 4: Confirm Your Elections

- Upon completion, please verify everything in the **“Enrollment Summary Screen”**.
 - Click **“Click To Sign”** to complete your open enrollment elections.
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