

# ENROLLMENT INSTRUCTIONS

We will be conducting open enrollment online with Employee Navigator! All benefit eligible employees will be required to enroll or waive benefits through our new online enrollment system, Employee Navigator.

You are responsible for ensuring all information – including addresses and dates of birth are correct in the enrollment system.

## Employee Navigator – Employee Sign-On Instructions:

### 1. Register Your Account

To get started register your account, the system will ask you for the following:

**Register An Account**

**Find your employment information**

If you do not know your company identifier or your information cannot be found, then please contact your administrator.

First Name

Last Name

Company Identifier  → The company Identifier is: **goodwincol**

Last 4 Digits of SSN

Birth Date

[Next](#)

After these fields are completed, select next. A second screen will appear in which you will establish your user-name and password for the subsequent system sign-on.

### 2. Sign In

To sign in, enter your user name and password at [www.employeenavigator.com](http://www.employeenavigator.com)

 **employee**  
NAVIGATOR

User Name

Password

[Login](#)

[Reset a forgotten password](#)

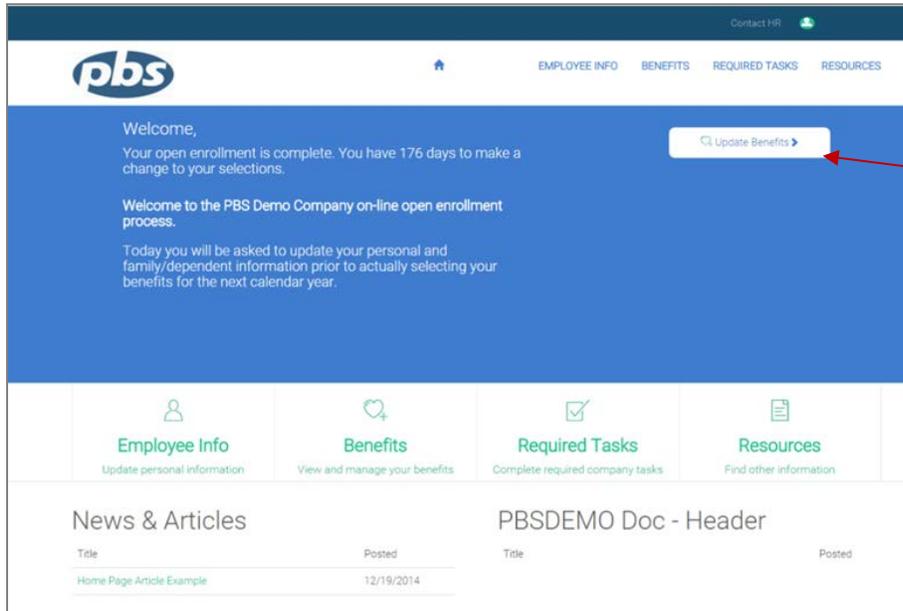
[Register as a new user](#)

[Privacy Policy](#) | [Terms of Use](#) | [Legal Notice](#)

© 2015 Employee Navigator, LLC

# ENROLLMENT INSTRUCTIONS CONTINUED

## 3. Manage your Dashboard



To get started or update current benefits, refer to this “Update Benefits” tab.

On your employee home page you can navigate through pertinent News & Articles as well as Plan Documents that will appear once you have completed the open enrollment process. Four tabs are located on your homepage for your convenience:

### Employee Info

Here you can access profile information including your dependents, emergency contacts, as well as update personal and job-related information.

### Benefits

This tab will provide you access to add or adjust coverage, begin your open enrollment selection process, print a total compensation statement, see your enrollment summary as well as adjust your beneficiaries.

### Required Tasks

You may need to access this tab in the event your employer requires you to fill out certain forms or employee information.

### Resources

Access the Employee Directory as well as important links and articles.

# ENROLLMENT INSTRUCTIONS CONTINUED

## 4. Enroll in your benefits

The screenshot displays the PBS employee benefits enrollment interface. On the left, a navigation menu includes 'EMPLOYEE INFO', 'BENEFITS', 'FORMS', and 'SUMMARY'. Under 'BENEFITS', various options are listed, with 'Dental' selected. The main content area is titled 'Dental' and contains two blue boxes asking 'Who am I enrolling?' (with 'Myself' selected) and 'Which plan do I want?'. Below these are two plan options: one for \$1.15 per pay period (selected) and one for \$0.00 per pay period. Each plan option includes a 'compare' link and a 'details' link. On the right, a 'MY SELECTIONS' section shows 'Open Enrollment: No election on file' and 'Current: No election on file'. The top navigation bar includes 'EMPLOYEE INFO', 'BENEFITS', 'REQUIRED TASKS', and 'RESOURCES', along with a 'Contact HR' link.

Click “Update Benefits” at the top left hand of the page to begin. Here, you will be asked to:

- Complete your profile information
- Update your dependent information (if applicable)
- Select your benefits for the upcoming enrollment year

In the benefits section, you will be able to select or decline each plan offered to you. Be sure to select your dependents or spouse in order to enroll where appropriate. You will know each enrollment step has been completed and saved once a blue check mark appears next to its heading.

### Compare

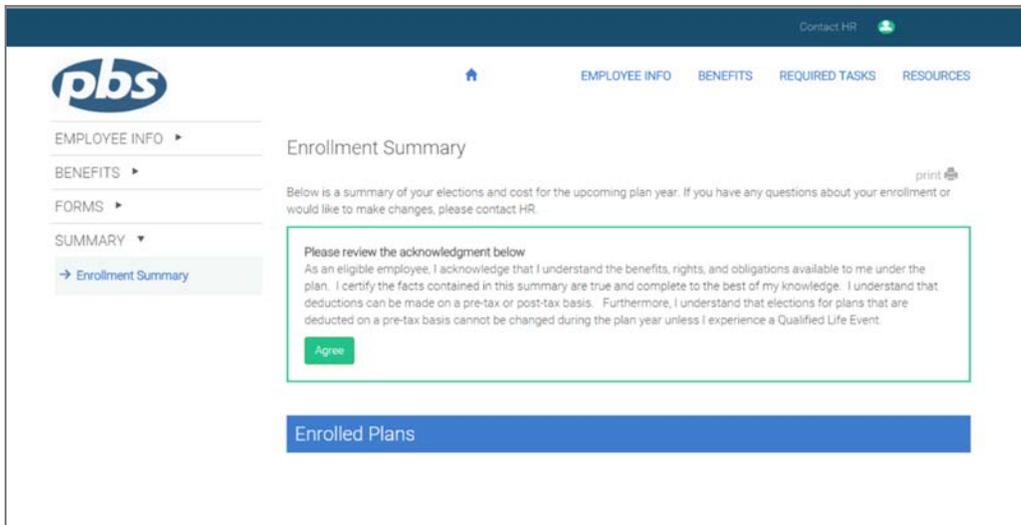
Choose the Compare option to view a chart which will show the different costs for services as well as plan pay period deductions based on the coverage level under that benefit category.

### Details

This option opens up the plan summary for the specific benefit selected. In the plan summary you can access the plan document as well as a comprehensive list of member costs for in-network and out-of-network costs where applicable.

# ENROLLMENT INSTRUCTIONS CONTINUED

## 5. Confirm your Benefit Selections



The screenshot shows the PBS Employee Navigator interface. At the top, there is a navigation bar with the PBS logo on the left and a 'Contact HR' button on the right. Below the logo is a sidebar menu with categories: EMPLOYEE INFO, BENEFITS, FORMS, and SUMMARY. The 'SUMMARY' category is expanded, showing a link for 'Enrollment Summary'. The main content area is titled 'Enrollment Summary' and includes a 'print' icon. Below the title, there is a paragraph of text: '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.' A green-bordered box contains an acknowledgment statement: 'Please review the acknowledgment below. As an eligible employee, I acknowledge that I understand the benefits, rights, and obligations available to me under the plan. I certify the facts contained in this summary are true and complete to the best of my knowledge. I understand that deductions can be made on a pre-tax or post-tax basis. Furthermore, I understand that elections for plans that are deducted on a pre-tax basis cannot be changed during the plan year unless I experience a Qualified Life Event.' Below this text is a green 'Agree' button. At the bottom of the page, there is a blue bar labeled 'Enrolled Plans'.

Once you have made your benefit selections, refer to the Enrollment Summary tab. Click on the Agree tab to finalize your enrollment.

A summary of your enrolled plans will display highlighting your coverage type, effective date, cost per pay period as well as the benefit amount under the Enrolled Plans section.

**While completing your open enrollment or new hire enrollment on employee navigator you must go into each and every benefit to indicate you would like to enroll or to indicate that you are not interested in that benefit. All benefits must have a check mark to show completion.**

**Your enrollment is not finished and will not be processed until you have finished all benefit selections and you have clicked the green “agree” button on the enrollment summary page. At that time you will receive confirmation that your enrollment is complete.**

**If you have any questions, please contact Erica Seymour at Andrews Benefits at 1-800-246-9325.**