

Employee Navigator On-Line Enrollment Instructions

We use an on-line enrollment site for your elections.

New Users:

1. Logon to www.employeenavigator.com/benefits/login.
2. Select **"New User Registration"**
3. You will then be asked to complete the following items under **"Create Your Account "**
 - a. First and last name
 - b. Last 4 digits of your Social Security number
 - c. Birth date
 - d. Company identifier: **CHARLESCITY**
 - e. Click **"Next"** and you will then be asked to create a **"User Name and Password"**.
 - f. **"User Name and Password"**.
 - g. Click **"Next"** to complete the registration process.

Current Users:

1. Current users can make elections by logging onto www.employeenavigator.com/benefits/login and enter your name and password.
2. If you have forgotten your password, use the **"Reset a forgotten password"** option.

All Users:

1. Click **"Start Benefits"** on the right hand side of the screen to begin making your enrollment elections.
2. You will be asked to verify your personal information prior to the election process. Be sure to click **"Save and Continue"** at the bottom of the screen.
3. If you do not have any changes, click on **"Dependent Information"** and add any benefit eligible dependents to the dependent screen.
4. Go through your benefit elections and please make sure you select the dependents you would like covered and the desired plan. You can click on the **"Compare"** icon to show the plan(s) and cost for all tier levels and the **"Details"** icon to provide a brief benefit overview.
5. Click the Green **"Select Plan"** button which will elect your option. Then **"Save & Continue"** to go to the next benefit available.
6. If you are declining a benefit, click **"Don't want this Benefit"**. It will ask you to provide a reason why you are not electing coverage.
7. At the end, you will be able to view all elections and the cost for each line and you can print a copy for your records. To modify or go back, simply click on the benefit you want to modify/change. Be sure to always select **"Save & Continue"** for any modifications you make.

Create Your Account

First, let's find your company record


First Name

Last Name

Company Identifier
(provided by HR)

PIN
(Last 4 Digits of SSN / ID)

Birth Date
(mm/dd/yyyy)



**employee
NAVIGATOR**

Username

Password

[Reset a forgotten password](#)

[Register as a new user](#)