

Employee Navigator Self-enrollment guide

<https://www.employeenavigator.com>

Accessing Enrollment Platform

Step 1: Log In

Go to www.employeenavigator.com and click **Login** (top right corner)

*Company Identifier: NMSU

Returning users:

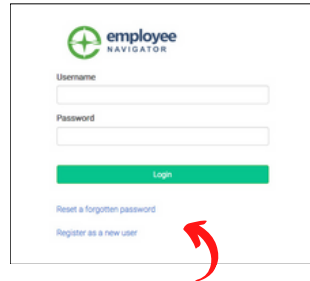
- Log in with your username and password

First time users:

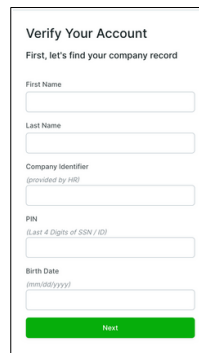
- Click the link to **Register as a new user** -or- the link in the email sent to you by your administrator.
- If required, complete any assigned onboarding tasks, by **clicking Let's Begin** before enrolling in your benefits.
- Once you've completed your tasks and registration **click Start Enrollment**.

TIP

If you **hit "Dismiss, complete later"** you'll be taken to your Home Page. You'll still be able to start enrollments again by **clicking "Start Enrollments"**



The login form features the Employee Navigator logo at the top left. It includes fields for 'Username' and 'Password', a green 'Login' button, and links for 'Reset a forgotten password' and 'Register as a new user'. A red arrow points from the 'Register as a new user' link to the 'Verify Your Account' form below.



The 'Verify Your Account' form asks for 'First Name', 'Last Name', 'Company Identifier (provided by HR)', 'PIN (Last 4 Digits of SSN / ID)', and 'Birth Date (mm/dd/yyyy)'. It includes a green 'Next' button.

Completing Enrollment

Open Enrollment

Incomplete

Start

Start Enrollments

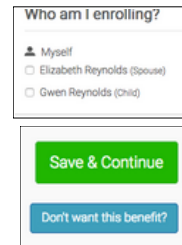
- By **Open Enrollment**, **Click Start**
- Verify** your personal information
- Enter** any dependent information

TIP

Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.

Benefit Elections

- For each benefit, select the dependent you'd like to include, by **checking the box** under **Who am I enrolling?**
- Under each benefit, **view** available plans and the cost per pay
- To elect a benefit, **click Select Plan** underneath the plan cost
- Click Save & Continue** at the bottom of each screen to save your election



This form shows a 'Who am I enrolling?' section with radio buttons for 'Myself', 'Elizabeth Reynolds (Spouse)', and 'Gwen Reynolds (Child)'. Below it is a green 'Save & Continue' button and a blue 'Don't want this benefit?' button.

TIP

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.

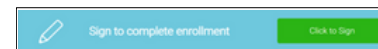
Form Completion

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.**

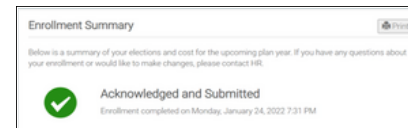
Review & Confirm Elections

- Review** benefits you selected on the enrollment summary page
- Click Sign & Agree** to complete your enrollment.

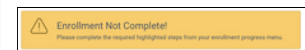
You can either print a summary of your elections for your records or login at any point during the year to view your summary online.



A blue button with a pencil icon and the text 'Sign to complete enrollment' and a green 'Click to Sign' button.



The 'Enrollment Summary' page shows a green checkmark and the text 'Acknowledged and Submitted' with a timestamp: 'Enrollment completed on Monday, January 24, 2022 7:31 PM'.

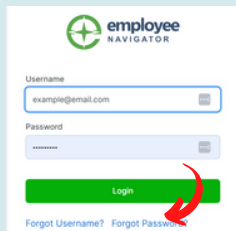


A yellow warning box with a triangle icon and the text 'Enrollment Not Complete! Please complete the required highlighted areas from your enrollment progress view.'

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. **Enrollment is not complete until the final Sign & Agree step is complete.**

Password Resets



The password reset form includes fields for 'Username' (with an example email address), 'Password', and a green 'Login' button. A red arrow points to the 'Forgot Password?' link.

If you are **unable to login**, **click 'Forgot'** and enter your NMSU email address. You will receive emailed instructions from Employee Navigator and a link to reset your password with a secure code.

If you do not receive an email with reset instructions, **check** your spam/junk folder. Then, if the email still cannot be located, contact NMSU Benefit Services.

Enrollment Help: If you get stuck or need assistance, please contact NMSU Benefit Services