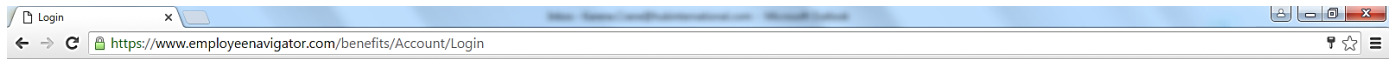


HUBLink (Employee Navigator) Employee Enrollment User Guide



To begin, type in www.employeeenavigator.com and click on Login when the website loads.

If you are a returning user, type in your Username and your Password.

If you are a new user, click on Register as a new user.



Username

Password

Login

[Reset a forgotten password](#)

[Register as a new user](#)

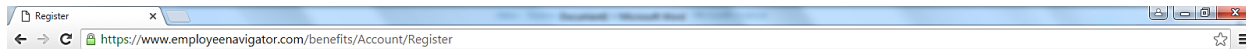
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If you have forgotten your password, click on Reset a forgotten password.

The password reset will be sent to your email address (please check both your personal and work emails). Complete the password reset and return to this login screen.

<https://www.employeeenavigator.com/benefits/Account/Register>



To Create your New User account, you will need this Company Identifier:

Choice Sch

Your PIN is the last 4 digits of your Social Security Number.

TIP: If your information doesn't take with your name displayed like this: John Smith, try all caps JOHN SMITH.

Click Next

If your information matches the information in the portal, you will be advanced to the next screen.

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)

Next »

If you have an email address in the system, this will display as your user name, although you can choose to change that here.

Password requirements are at least one letter, at least one symbol and at least one number, 6-12 characters in length.

Agree with the terms of use and click Next.

Create Your Account

Then register a username and password

Username

(company email is recommended)

Password

(minimum length of 6, number and symbol required)

show it

☐ I agree with the terms of use

Next »

Home x
https://www.employeenavigator.com/benefits/Employee/?empid=71882

Contact HR Karene Crane

JOHN SMITH PROFILE BENEFITS REQUIRED TASKS RESOURCES

Your Logo will be placed here

Welcome, John.
13 days left to complete your benefit enrollment.

Start Benefits

Profile	Benefits	Required Tasks	Resources
Update personal information	View and manage your benefits	Complete required company tasks	Find other information

News & Articles

Title	Posted

Contacts

Ellen
HR Contact
(301) 555-1234
Test@hr.com

Compliance Documents

Title	Posted
Employee Handbook	12/04/2012
SBC Document	12/04/2012

This is your Home Page. To start your benefit enrollment, click on the Start Benefits tab.

Enrolling in your benefits...

The screenshot shows the 'Medical' enrollment page. On the left is a navigation menu with 'Medical' selected. The main content area has two sections: 'Who am I enrolling?' with radio buttons for 'Myself', 'Sue Smith (Spouse)', and 'Tom Smith (Child)'; and 'Which plan do I want?' showing two options: '2016 BCN HMO MEDICAL PLAN' with a cost of \$18.46 and '2016 CARE FIRST HEALTH BLUE HMO MEDICAL PLAN' with a cost of \$80.77. On the right, there are links for 'MY SELECTIONS' and 'HELPFUL RESOURCES'.

Plan summaries are located here. Click on the summary title to view.

Check to make sure your Personal Information and Dependent Information is correct, Save and Continue.

Displayed here is the Medical Enrollment screen. All of the screens work pretty much the same. Select who you want on the plan – contributions in the Plan boxes will change as you add family members to the Plan. Select the Plan you want to enroll in and Save and Continue. If you wish to decline any benefits, use the 'Don't want this benefit' tab under the 'Save and Continue' tab and choose a reason for your decline.

Continue through all of the benefit offerings until you get your Enrollment Summary.

The screenshot shows the 'Enrollment Summary' page. It includes a summary of elections and costs, an acknowledgment section with an 'Agree' button, and a table of enrolled plans.

Check over your elections on the Enrollment Summary and if everything is correct, click the Agree button.

If you have to make changes, simply click on the BENEFITS link, make changes and come back to the Enrollment Summary to Agree.

Plan	Carrier	Plan Title	Coverage	Effective	Cost Per Pay	Benefit
Medical	Blue Care Network of Michigan	2016 BCN HMO Medical Plan	Employee + Family	01/31/2016	\$53.08	
Dental	Delta Dental of MI	2016 Delta Dental Plan	Employee + Family	02/01/2016	\$20.86	
Vision	VSP	2016 VSP Vision Plan	Employee + Family	01/31/2016	\$5.80	
Life	Lincoln Financial Group	2015-2016 Lincoln Financial Life and AD&D	Employee	02/01/2016	\$0	\$80,000
Short-Term Disability	UNUM	2015-2016 UNUM Short Term Disability Plan	Employee	02/01/2016	\$7.67	\$461.54
Long-Term Disability	UNUM	2015-2016 UNUM Long Term Disability	Employee	02/01/2016	\$0	\$2,000