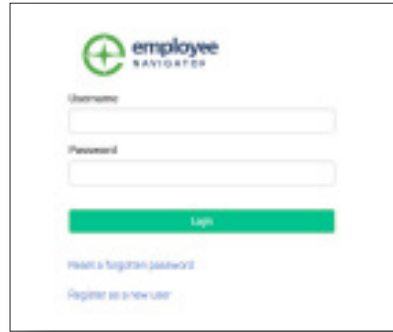


# How to Enroll



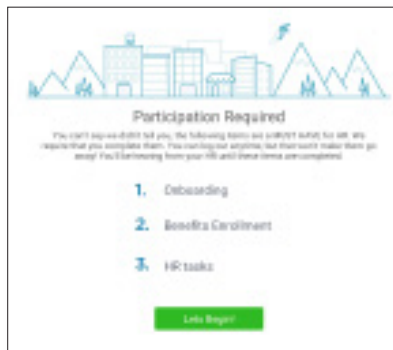
## STEP 1: LOG IN

Go to [www.employeenavigator.com](http://www.employeenavigator.com) and click **Login**

Returning users: Log in with the username and password you selected. Click **Reset a forgotten password**.

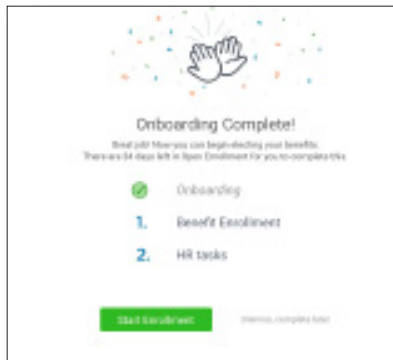
First time users: Click on your Registration Link in the email sent to you by your admin or **Register as a new user**. Create an account, and create your own username and password.

**Company Identifier Code: TRISD**



## STEP 2: WELCOME!

After you login click **Let's Begin** to complete your required tasks.



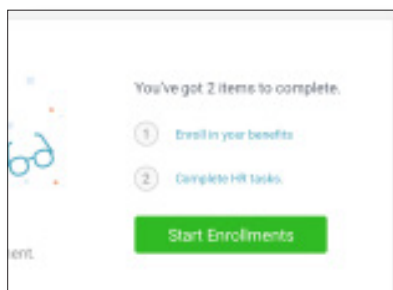
## STEP 3: ONBOARDING (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits.

Once you've completed your tasks click **Start Enrollment** to begin your enrollments.

### 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**"



## STEP 4: START ENROLLMENTS

After clicking **Start Enrollment**, you'll need to complete some personal & dependent information before moving to your benefit elections.

### TIP

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

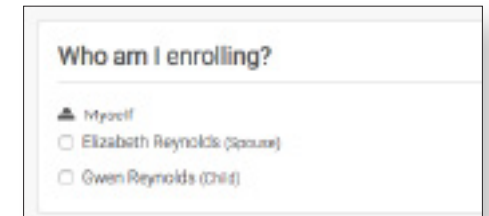
## STEP 5: BENEFIT ELECTIONS

To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**

Below your dependents you can view your 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 elections.

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.



## STEP 6: FORMS

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.

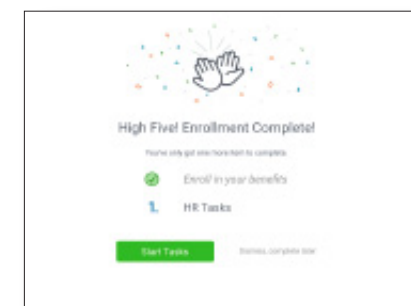
## STEP 7: REVIEW & CONFIRM ELECTIONS

Review the benefits you selected on the enrollment summary page

to make sure they are correct then 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.

### 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.



## STEP 8: HR TASKS (IF APPLICABLE)

To complete any required HR tasks, click **Start Tasks**. If your HR department has not assigned any tasks, you're finished!