

How to Update Your Benefits in Employee Navigator

Had a life change, or need to adjust an account like your HSA? There are two ways to make a change — pick the one that fits and follow the steps.

START HERE — EVERY CHANGE BEGINS THE SAME WAY

1 Log in at employeenavigator.com > **2** Employee Home > **3** Change Benefits

PATH 1 · WHEN LIFE CHANGES

Qualifying Life Event

Marriage · birth or adoption · divorce · loss of coverage · change in hours · leave of absence · court order & more

1

Open Change Benefits

From your Employee Home after logging in.

2

Click "Submit a Life Event"

3

Select the event type

Marriage, birth, loss of coverage, etc.

4

Enter the life event date

Double-check it — the date locks once you start.

5

Complete your enrollment changes

Add/remove dependents or update coverage.

6

Review & submit

PATH 2 · NO EVENT NEEDED

Midyear Change

Accounts you can change any time: HSA · Parking · Transit · Adoption Assistance

1

Open Change Benefits

From your Employee Home after logging in.

2

Find "Changes Allowed Any Time"

Only shows if you have an eligible account.

3

Click "Update Plans"

4

Make your changes

Adjust your contribution or election.

5

Save the update

That's it — you're all set.

BEFORE YOU SUBMIT — 3 THINGS TO KNOW

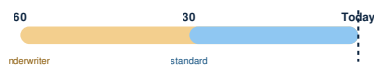


The date locks

Once a life event is started, the date can't be changed. To fix it, cancel and reprocess.



How far back



Backdate up to **30 days** on your own — up to **60** with underwriter approval.



One at a time

You can only have one active life event going at once. Finish or cancel it before starting another.