

New Hire Enrollment in Employee Navigator

Welcome aboard. This is your one-page walkthrough — eight steps, about fifteen minutes. Log in to [Employee Navigator](#) with the credentials HR sent you, then follow the path below.

START HERE — EVERY NEW HIRE BEGINS THE SAME WAY

1 Log in at [employeenavigator.com](#)

2 Employee Home

3 Click Start

PART 1 · SET UP YOUR PROFILE

You & your household

Log in, verify your info, add the people you'll cover.

1 **Log in to [Employee Navigator](#)**
Go to [employeenavigator.com](#). Use **Chrome** or **Firefox** for the smoothest experience.

2 **Click [Start](#), then [Begin Enrollment](#)**
Find the *New Hire Enrollment* card on your Employee Home.

3 **Verify your personal info**
Click [Get Started](#) and complete every required field. Review, then [Save & Continue](#).

4 **Add dependents**
Add spouse and/or children — even if you're not covering them yet. Saves time on every future update.

PART 2 · ELECT & COMPLETE

Choose & sign

Compare plans, make picks, lock it in with your e-signature.

5 **Complete any extra info if requested**
Emergency contacts, employment docs, Medicare status, prior coverage, or health details.

6 **Compare & select each benefit**
Click [Select](#) to enroll or [Don't Want This Benefit?](#) to waive. Then [Save & Continue](#).

7 **Review your summary & per-pay-period cost**
Double-check every election, dependent, and coverage tier before moving on.

8 **Sign to complete enrollment**
Click [Sign to Complete Enrollment](#) → [Click to Sign](#). **Elections aren't final until you sign.**

▲ BEFORE YOU CLICK SIGN — 3 THINGS TO KNOW

Signing is what finalizes it
You are **not enrolled** until you sign step 8. A completed summary alone doesn't count.

Add dependents early
Adding people in step 4 **doesn't enroll them** — you'll choose coverage later. Do it now to save time.

Use Chrome or Firefox
Other browsers can freeze fields or loop the signature step. If stuck, switch browsers first.

Log in to [Employee Navigator](#)

[employeenavigator.com/benefits/Account/Login](#)