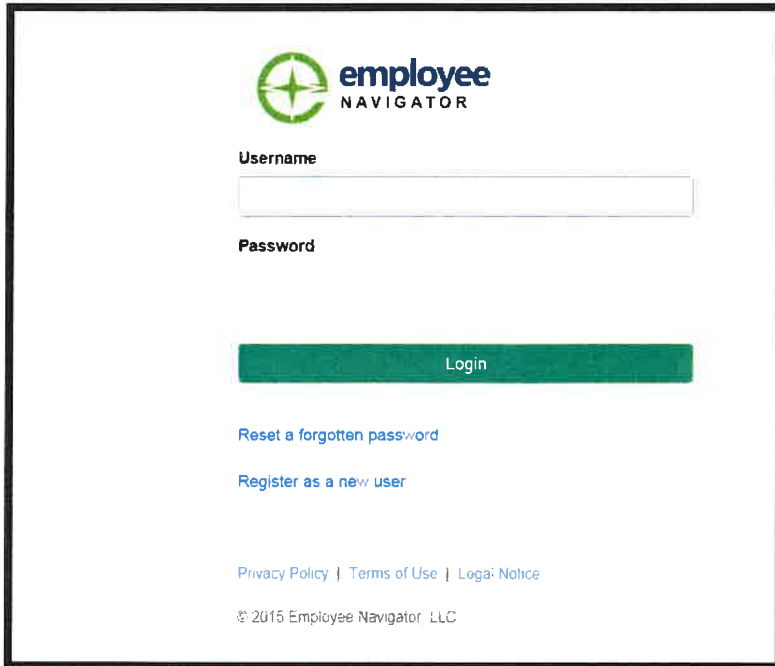


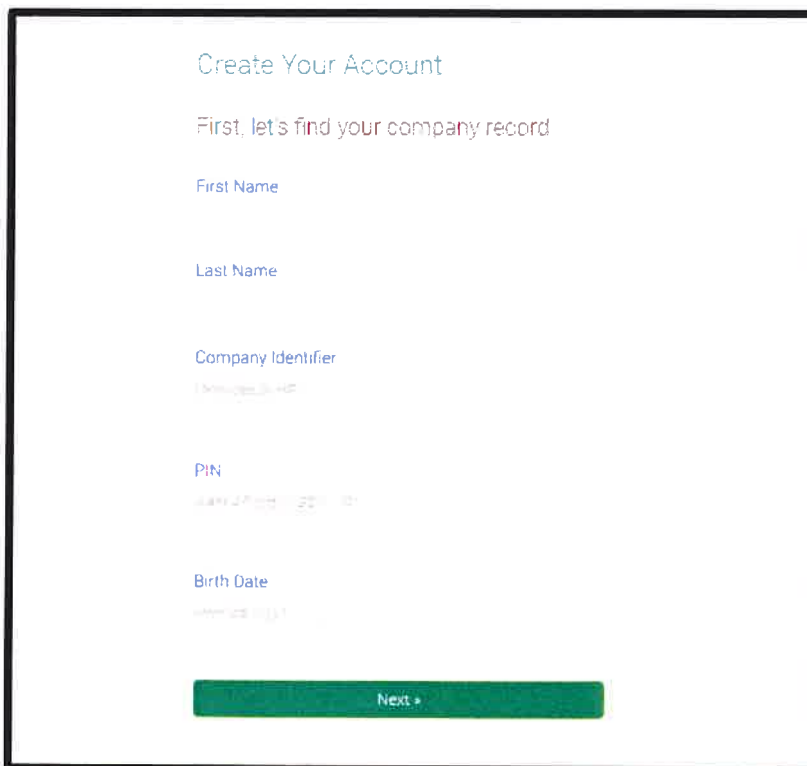
Employee Navigator Login Instructions

1. Go to <https://employeenavigator.com/benefits/Account/Login>
2. Click on "Login" on the right hand corner and use your username and password to login. If you have forgotten your password, click on "Need Help?"



The screenshot shows the Employee Navigator login page. At the top left is the logo, which consists of a green circle with a white compass rose and the text "employee NAVIGATOR". Below the logo are two input fields: "Username" and "Password". A green "Login" button is positioned below the password field. Underneath the button are two links: "Reset a forgotten password" and "Register as a new user". At the bottom of the page, there are links for "Privacy Policy | Terms of Use | Logal Notice" and a copyright notice "© 2015 Employee Navigator, LLC".

3. If this is your first time logging in, click on "Register as a new user"



The screenshot shows the "Create Your Account" page. The title "Create Your Account" is at the top. Below it is the instruction "First, let's find your company record". There are four input fields: "First Name", "Last Name", "Company Identifier", and "PIN". Below the "PIN" field is a "Birth Date" field. At the bottom of the page is a green "Next >" button.

4. Enter the requested fields
 - First Name
 - Last Name
 - Company Identifier – **RFPFD**
 - Pin (last 4 Digits of SSN/ ID)
 - Birth Date
5. You will be prompted to create a username and password. Keep this information safe and confidential for future access.
 - Tip: It is recommended to use your email address as your username
6. Once you have logged in, please review all you information to ensure accuracy, specifically your personal information and benefits.



Employee Navigator Open Enrollment

1. When logging into Employee Navigator, click on the “Start Enrollment” button to begin the Open Enrollment process.



2. **Verify You Have All Your Data.** The system will remind you of the data you need to have handy for the enrollment process.
3. **Verify Personal information** is correct and fill in any required fields that are missing. Once everything is verified and complete, click Save & Continue towards the bottom of the screen.
4. **Add dependents** that will be enrolled in any of the plans by clicking the “Add Dependent” button. The minimum information needed for a dependent is: First and Last Name, Relationship, Gender, Date of Birth and SSN. Once completed, click the Save & Continue button.
5. **Enroll in the plans.** The first plan you will be able to enroll in is Medical. Check off any dependents that you want to be covered. As each dependent is added to the coverage, the cost per pay period will adjust to the appropriate amount
 - Clicking the Compare button found in each plan will put all plan details side by side.
 - To enroll, select the benefit, click on the plan and then click Save & Continue.
 - If you do not want to enroll in the plan, click on the “Don’t want this benefit?” button at the bottom of the screen.

Medical

Enrolling in Medical insurance can protect you from paying the full cost of medical services when you're injured or ill. Select a plan below to safeguard your financial security in the event of a health care emergency.

Progress: 2 of 11

Who am I enrolling?

- Myself
- Spouse/Partner
- Child

Which plan do I want?

Plan Name	Cost (per day/period)	Effective Date	Employee	Notes
Harvard Pilgrim Best Buy PPO \$1,000	\$0.00	Effective on 10/18/18	Employee	(Please check for all family members)
Harvard Pilgrim Best Buy PPO \$1,000 (HSA)	\$156.19	Effective on 10/18/18	Employee	

My Selections
Current: No selections

Helpful Resources
[Harvard Pilgrim Best Buy PPO \\$1,000 \(HSA\) Providers](#)
[Harvard Pilgrim Best Buy PPO \\$1,000 Providers \(2018\)](#)
[Harvard Pilgrim Best Buy PPO \\$1,000](#)

[Watch the Video](#)

- Repeat this same process for each plan offered during the enrollment.
- After going through each of the plans, any necessary tasks (completing a life beneficiary, HMO Primary Care Physician (PCP), or voluntary life evidence of insurability) will appear after each benefit.
- If there are any tasks that are incomplete when the Enrollment Summary is reached, an orange box will appear notifying you that your enrollment is not complete. Any line items on the right that are highlighted point are the items that still need to be completed.

Enrollment Summary



Below is a summary of your elections and cost for the upcoming plan year. If you have any questions about your enrollment or would like to make changes, please contact HR.

Enrollment Not Complete!
Please complete the required highlighted steps from your enrollment progress menu.

Progress: 8 of 11



[View steps](#) ▼

- 1 Personal Information
- 2 Dependent Information
- 3 Medical
- 3b Medical PCP Information
- 4 Consumer Directed Health
- 5 Dental
- 6 Vision
- 7 Life
- 8 Long-Term Disability
- 9 **Voluntary Long-Term Disability**
- 10 **Voluntary Life**
- 11 **Enrollment Summary**

Enrolled Plans

Medical



Harvard Pilgrim Best Buy PPO \$1,000

Coverage: Employee Effective: 10/18/2018

Cost Per Pay: \$0

[Collapse](#) ▼

Consumer Directed Health



HRA

Coverage: Employee Effective: 10/18/2018

Cost Per Pay: \$0

[Collapse](#) ▼

Dental



Humana Dental High Option PPO

Coverage: Employee Effective: 10/18/2018

Cost Per Pay: \$18.34

[Collapse](#) ▼



9. If all tasks are complete, then click the "Click to Sign" button.

ONEDIGITAL
HEALTH AND BENEFITS

OneDigital Test Home Profile Benefits Required Tasks Resources

Enrollment Summary

Progress: 10 of 11

Below is a summary of your elections and cost for the upcoming plan year. If you have any questions about your enrollment or would like to make changes, please contact HR.

Signature required
You've elected all your benefits but we still require a signature before enrolling.

Please review the acknowledgment below

As an eligible employee, I acknowledge that I understand the benefits, rights, and obligations available to me under the plan. I certify the facts contained in this summary are true and complete to the best of my knowledge. I understand that deductions can be made on a pre-tax or post-tax basis. Furthermore, I understand that elections for plans that are deducted on a pre-tax basis cannot be changed during the plan year unless I experience a Qualified Life Event.

Sign to complete enrollment **Click to Sign**