

ENROLL IN YOUR BENEFITS: ONE STEP AT A TIME

STEP 1. LOG IN

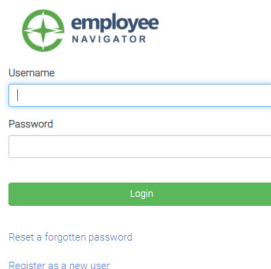
Go to <https://www.employeenavigator.com/benefits>

Returning Users: Log in with the username and password you created.

New Users: Click on the Registration Link in the email sent to you from your administrator or Register As New User.

Create an account and your own username and password. You will be asked to provide:

- First and last name
- PIN (last four digits of SSN)
- DOB (mm/dd/yyyy)



The image shows the Employee Navigator login interface. At the top left is the logo for 'employee NAVIGATOR'. Below it are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom of the form, there are two links: 'Reset a forgotten password' and 'Register as a new user'.

COMPANY IDENTIFIER: MCSEC

STEP 2. BEGIN ENROLLMENT PROCESS

After you login, click **Let's Begin** to complete your required tasks. Once you've completed any assigned onboarding tasks click **Start Enrollment** to begin your enrollment.

STEP 3. UPDATE PERSONAL INFO

After clicking **Start Enrollment**, you'll need to provide some personal and dependent information before moving to your benefit elections. To enroll a dependent in coverage you will need their DOB and SSN.

STEP 4. ELECT YOUR BENEFITS

You can now choose to either select or waive each of your benefits. To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?** You must click **Save & Continue** at the bottom of each screen to save your elections.

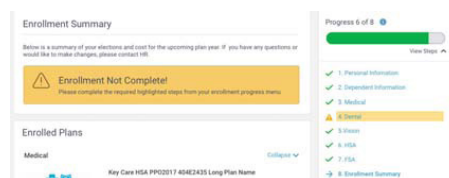
STEP 5. ADDITIONAL FORMS

If you have elected benefits that require a beneficiary or primary care physician designation, or completion of an Evidence of Insurability form, you will be prompted to add those details.

STEP 6. REVIEW AND CONFIRM ELECTIONS

Review the summary of your selected benefits. Click **Sign & Agree** if everything

looks correct to complete your enrollment. You may login and view your online summary at any point during the year.



The image is a screenshot of the 'Enrollment Summary' page. It features a progress bar at the top right showing 'Progress 6 of 8'. Below the progress bar is a list of steps: 1. Personal Information, 2. Dependent Information, 3. Medical, 4. Dental, 5. Vision, 6. Life, 7. FSA, and 8. Enrollment Summary. Step 4, 'Dental', is highlighted in yellow and has a warning icon, indicating it is not complete. A yellow banner at the top of the main content area reads 'Enrollment Not Complete' and 'Please complete the required highlighted steps from your enrollment progress menu.' Below this, there is a section for 'Enrolled Plans' with a dropdown menu set to 'Medical' and a 'Collapse' button. A sample plan is listed: 'Key Care HSA FPO2017-45462435 Long Plan Name'.

**Scan me for
Employee Navigator
access at your
fingertips!**



For help contact:
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