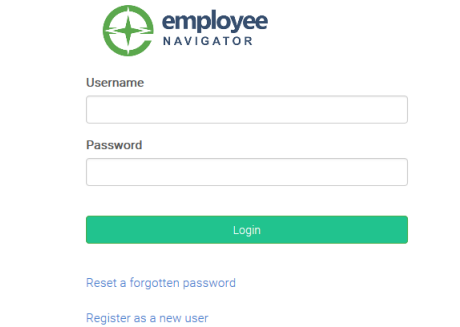


ENROLL IN YOUR BENEFITS: One step at a time



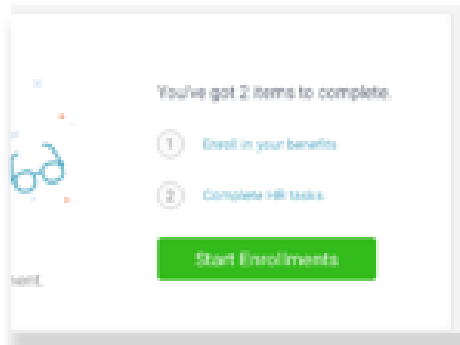
The login screen features the Employee Navigator logo at the top left. Below it are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom, there are two links: 'Reset a forgotten password' and 'Register as a new user'.

Step 1: Log In

Go to www.employeenavigator.com and click **Login**

- **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: **BloomSD206**



The screen displays a progress indicator with the text 'You've got 3 items to complete.' Below this, there are two numbered steps: '1 Enroll in your benefits' and '2 Complete all tasks'. A large green 'Start Enrollments' button is centered at the bottom.

Step 2: 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.

Who am I enrolling?

- Myself
- Dan Demo (Spouse)
- Zach Demo (Child)

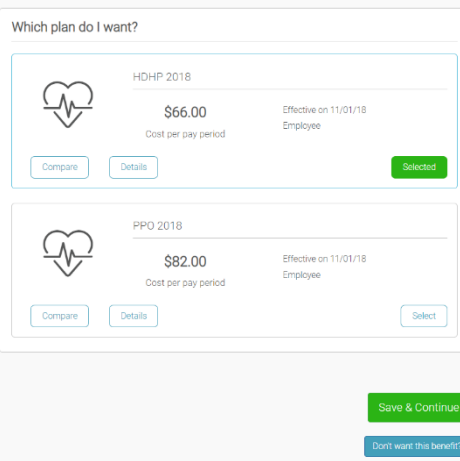
Step 3: Benefit Elections

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.



The screen is titled 'Which plan do I want?'. It displays two plan options. The first is 'HDHP 2018' with a cost of '\$66.00' and is marked as 'Selected'. The second is 'PPO 2018' with a cost of '\$82.00'. At the bottom, there are two buttons: 'Save & Continue' (green) and 'Don't want this benefit?' (blue).

Beneficiaries Form

[claims Summary Report](#)

For: Life and AD&D

A beneficiary is the recipient of financial benefit from an insurance policy after the insured dies. Beneficiaries are categorized as primary and contingent. If a primary beneficiary cannot receive the benefit after an insured dies because the primary beneficiary is deceased or refuses the inheritance, the rights are passed to the contingent beneficiary. The death benefit payout can be divided between multiple persons or entities so long as the total sum of shares is equal to 100% for each primary and contingent beneficiary sets.

Some states dictate if the insured is married, the spouse is the primary beneficiary. If a married individual designates a non-spouse as the primary beneficiary, the requirements of the state will be reviewed prior to claim payment.

Primary Beneficiaries

[+ add a beneficiary](#)

Name	DOB	Gender	Relationship	Allocation %
Edit Dan Demo	02/17/1980	M	Spouse	100.00 remove

[Edit Percentages](#)

Contingent Beneficiaries

[+ add a beneficiary](#)

[Continue](#)

Step 4: 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.

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.

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

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](#)

Step 5: 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.

You can login to review your benefits 24/7