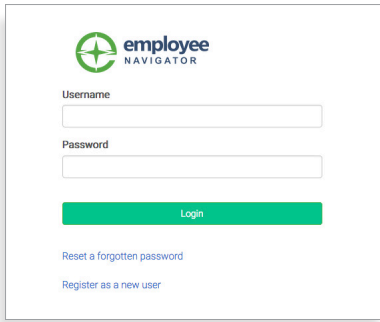


# ENROLL IN YOUR BENEFITS: One step at a time



employee NAVIGATOR

Username

Password

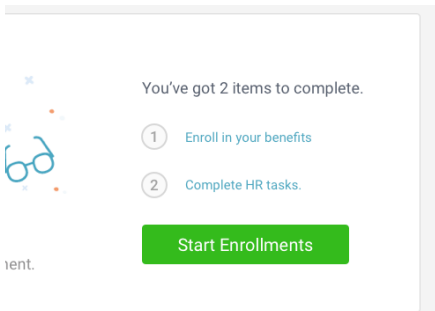
[Reset a forgotten password](#)

[Register as a new user](#)

## Step 1: Log In

Go to <http://www.employeenavigator.com/benefits/Account/Register>

- **First time users: Register as a new user** by entering your first name, last name, Company Identifier (**AZTRUST**), last 4 of SSN, and DOB
- **Returning users: Go to <https://www.employeenavigator.com> and Log in** with the username and password you selected. Click [Reset a forgotten password](#)



You've got 2 items to complete.

- 1 Enroll in your benefits
- 2 Complete HR tasks.

## 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 name, date of birth, and gender.

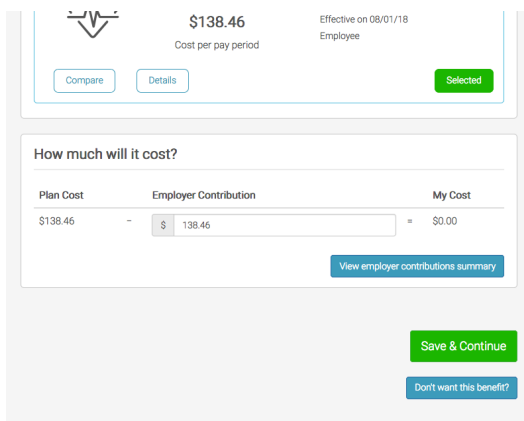
## Step 3: Benefit Elections

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.

### Who am I enrolling?

- Myself
- Elizabeth Reynolds (Spouse)
- Gwen Reynolds (Child)



Effective on 08/01/18  
Employee

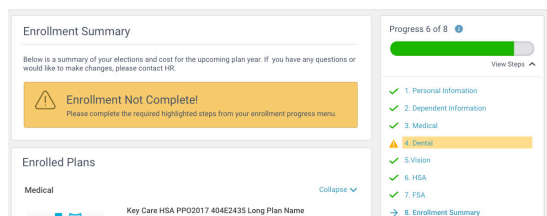
Cost per pay period: \$138.46

How much will it cost?

Plan Cost	Employer Contribution	My Cost
\$138.46	\$ 138.46	= \$0.00

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.



Enrollment Summary

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

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

Enrolled Plans

Medical  
Key Care HSA PPO2017 404E2435 Long Plan Name

Progress 6 of 8

- 1. Personal Information
- 2. Dependent Information
- 3. Medical
- 4. Dental
- 5. Vision
- 6. HSA
- 7. FSA
- 8. Enrollment Summary

## Step 6: 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.