

ENROLLMENT PROCESS



OPEN ENROLLMENT

Employees will enroll in benefits using Employee Navigator. Employee Navigator is a website that can be accessed 24 hours a day, 7 days a week from work, home, or their mobile application. Visit www.employeenavigator.com to login and complete your enrollment.

Open Enrollment is from August 5th to August 24th. All elections will be effective October 1, 2022. **If you want to make changes to your benefits or enroll in FSA you must log in to Employee Navigator.**



WHAT DO YOU NEED TO ENROLL...

- ◆ Review the plan information in this benefit guide.
- ◆ Gather information for all family members you will be enrolling in the plans. You will need their names, date of birth and social security number. SSN is needed for Medical Plans only.
- ◆ Login to Employee Navigator with your family to review your options and make your plan elections.

Some employees have used Employee Navigator and created a user name and password in the past. If you are using Employee Navigator for the first time.

- ◆ From the home page click on “Login”
- ◆ Click on “Register as a new user” if this is your first time
- ◆ Enter your First Name, Last Name, Company Identifier is JSD, Last 4 digits of your SSN, and Birth Date
- ◆ Create a User Name—We recommend using an email address since that is unique to you.
- ◆ Create a Password—Must contain a special character

If you have previously registered for the site and forgotten your password there is a link to reset a forgotten password.

PLEASE NOTE: Open enrollment is the only time employees can make enrollment changes without a Qualifying Event!