

Online Enrollment Guide

Welcome to Canyons School District!

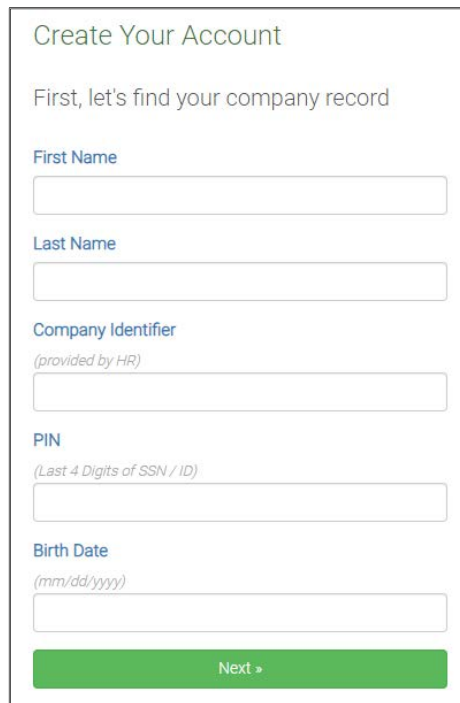
Step 1

Before you move forward with this enrollment, you should have the following accessible:

- All of your dependent's SSN's (Social Security Number)
- Your dependent's DOB (Date of Birth)

If your dependents do not have Social Security Numbers please, contact the Insurance Department. If you are not covering dependents this information is not needed.

To access the Employee Navigator enrollment system go to csd.employeenavigator.com. You will then need to click on "New User Registration" underneath "login". Then the following registration screen will load.



The screenshot shows a registration form titled "Create Your Account". The form contains the following fields and instructions:

- First Name:
- Last Name:
- Company Identifier: (provided by HR)
- PIN: (Last 4 Digits of SSN / ID)
- Birth Date: (mm/dd/yyyy)

At the bottom of the form is a green button labeled "Next >".

Enter the required information

- **PIN: this is the last 4 digits of your Social Security Number**
- **Company Identifier: Canyons**

Once you have filled in the required information Click "**Next**".



Welcome! We're excited to have you on our team.

Say hello to your benefits management tool! Here you'll have 24/7 access to detailed information about our employee benefits program, company documents, interactive tools, and more! Click continue to find out what HR needs from you before you begin navigating your personalized employee profile.

Continue

1/2

Create Your Account

Then register a username and password

Username
(company email is recommended)

Password
(minimum length of 6, number and symbol required)

show it

Terms of Use

I agree with the terms of use

Next >



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Continue

1/2

When you are ready to start the enrollment process, click **“Let’s Begin”**.



Participation Required

The following items are required by HR and need to be completed in a timely manner. You can log out at anytime, but be sure to come back and complete the items listed below.

- 1 Onboarding
- 2 New Hire Enrollment

Let's Begin

2/2

Acknowledge that you have clicked on the enrollment video then click **“Next”**

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Welcome Complete!

Welcome to the 2020 Benefits Open Enrollment. The following video has been prepared to explain the benefit options for the 2020 benefit year. If you would like to continue to enroll without viewing the Video, click the acknowledgement button and you will be able to proceed with the Enrollment process. If you have any questions or concerns please contact the District Insurance office at 801-826-5428.

Open Enrollment Video = <https://flimp.me/Canyons-OE-2020>

You acknowledged viewing the form on 10/12/2020.

[View Acknowledgement](#)

[Next](#)

You are required to agree to the *Electronic Signature and Consent* on the screen below. After reading, click **“Sign Document”** and then **“Finish”**.

Electronic Signature and Consent Pending signature

I agree that by using the e-signature feature on this website I am applying my electronic signature which is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I also agree that no certification authority or other third party verification is necessary to validate my e-signature.

I also agree to receive electronic disclosures of all health and welfare benefits Notices including Summary Plan Descriptions (SPDs) and any Notice a similarly situated employee would consider to be related to employee benefits. For the purpose of this agreement, a Notice is any document, disclosure, policy, procedure, form or other written material required to comply with federal, state, or a governmental safety or regulatory body and any disclosure provided by my company to comply with any of the aforementioned requirements or to communicate company or employment specific information to me. I confirm I have the necessary equipment to view and print these materials and understand that if I cannot access these materials, I may ask for them to be printed for me by my employer. I authorize my employer to send notices electronically and agree to accept the delivery of notices via email as well as the requirements to view notices on this portal.

Please click the "Sign Document" button to confirm that you have reviewed and completed this task.

[Sign Document](#)

[Back](#) [Finish](#)

Begin Enrollment. If you would like to skip enrollment and log in later, you will log in using the username and password you created. Choose **“Finish Enrollment”**, on the landing page, and continue with the steps below.

Step 3

Review your information. Add/Edit as needed.

Personal Information

Progress: 0 of 18

View steps >

First Name: Happy

Middle Name:

Last Name: Employee

Suffix: --Select--

Preferred Name:

Gender: Male Female

Date of Birth: July 4 1975

SSN: ***-**-0004

Tobacco User: Yes No

Phone Number: 801.555.1234

Email Address: happy.employee@canyondistrict.org

Save & Continue

Verify your address.

Address

Progress: 1 of 18

View steps >

123 State St.
Apt #1
Happy Valley, UT 84000

Edit

Save & Continue

To add new dependents, select the **“add dependent”** button and enter the dependent(s) information. When you have added all dependents, or if you do not have dependents, click **“Save & Continue”** and the system will take you to enrollment.

Dependent Information

Progress: 2 of 18

View steps >

add dependent +

	Name	DOB	SSN	Relationship
Edit	Spouse Employee	08/10/1977		Spouse
Edit	Kiddo Employee	09/04/2010		Child
Edit	Baby Employee	10/01/2020		Child

Save & Continue

Step 4

On each page, you will elect the plan you want. First, you must select whom you wish to cover. Then, select the benefit to get the correct cost per pay amount. You may compare plans side-by-side and view details of the selected plan right on the screen. Pay special attention to the NETWORK when selecting your medical plan. After making your selection, click **“Save & Continue”** to move to the next benefit.

If you do not want the benefit, click **“Don’t want this benefit?”** and select your reason for declining.

The screenshot shows the CANYONS SCHOOL DISTRICT enrollment interface. At the top, there is a navigation bar with links for Home, Profile, Benefits, Required Tasks, and Resources. The main content area is titled "Medical" and includes a progress bar showing "Progress: 3 of 18". Below the progress bar is a "My Selections" section with the text "Current: No election yet". To the right, there is a "Helpful Resources" section with links to various documents like "PEHP - Creditable Coverage" and "PEHP - Expanded Preventive Drug List". The main content area is divided into three sections: "Who am I enrolling?" with radio buttons for "Myself", "Spouse Employee (Spouse)", "Kiddo Employee (Child)", and "Baby Employee (Child)"; "Which plan do I want?" with a card for "Advantage - Star (Qualified High Deductible) Base Plan 2020" showing a cost of \$123.81 per pay period and an effective date of 11/01/20; and a "Compare" button.

On the enrollment pages, you will find a progress bar and a “My Selections” box as you navigate this process. If you need to review an election, you can click on the progress bar; you will see a dropdown of all the steps and click the page to which you wish to return. Completed tasks have a green check mark.

The screenshot shows a progress bar indicating "Progress: 8 of 18". Below the progress bar is a "View steps" dropdown menu. The list of steps is as follows:

1. Personal Information
2. Address
3. Dependent Information
4. Medical
5. Health Savings Account (HSA)
- 6. Dental
7. Vision
8. Life
- 8a. Life Beneficiary
9. Group Long-Term Disability
10. Voluntary Life
11. Voluntary AD&D

Step 5

The District provides a basic life insurance policy to all full-time contracted employees, at no cost to you. There are also Voluntary Life Insurance options. You **MUST** assign beneficiaries for your basic life and voluntary life benefits.

Note: The total allocation percentage under Primary Beneficiaries, and Contingent Beneficiaries must equal 100%.

The screenshot shows the 'Beneficiaries Form' for 'Basic Life and AD&D 2020'. The form includes sections for 'Primary Beneficiaries' and 'Contingent Beneficiaries', each with a '+ add a beneficiary' button. A red error message states: 'You are required to enter a primary beneficiary.' A modal window titled 'Primary Beneficiary' is open, showing fields for: Beneficiary Type (Person), Relationship (Son), Gender (M), Allocation % (100.00%), First / Middle Name (John), Last Name / Suffix (Doe), Date of Birth (January 17, 2014), SSN, Address 1, Address 2, City, State / Country, ZIP/Postal Code, and Phone. A red arrow points to the Allocation % field. A 'Save' button is at the bottom right of the modal, and a 'Continue' button is at the bottom of the main form.

If you elect over the “Guaranteed Issue” amount for Voluntary Life or Critical Illness, you will be required to submit an Evidence of Insurability Form. On the screen, you have the option to download the PDF form, complete it, print it, and bring/send it to the Insurance Department. You may complete it online at voya.com

Guaranteed issue is the maximum amount you will be allowed without providing medical history. Typically, the guaranteed issue amount will decrease if it is declined during your initial eligibility period.

The screenshot shows the 'Evidence of Insurability Form' page. It includes a warning message: 'Attention: Health History Needed. You have elected over the Guaranteed Issue amount for this plan. Employee requested \$330,000 but is only pre-approved for \$200,000. Your designated beneficiary cannot receive the pending amount until this form has been submitted to, and approved by, the carrier.' Below the message are two buttons: 'Click here for MetLife - Statement of Health Form' and 'Click here for MetLife - Enrollment Change Form'.

Step 6

Please review your enrollment summary. If everything is correct, select **“Click to Sign”** to complete your enrollment.

Enrollment Summary Print

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 the Insurance Department.

Progress: 17 of 18
View steps >

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

Enrolled Plans Collapse

Medical

Advantage - Star (Qualified High Deductible) Base Plan 2020
Coverage: Employee + Family Effective: 11/01/2020
Cost Per Pay: \$123.81

Be sure to print a copy of your enrollment summary for your records.

Enrollment Summary: Happy Employee

Enrolled Plans Total Cost Per Pay Period: \$334.39

Plan Type	Plan Name	Coverage	Effective	Cost Per Pay	Benefit
Medical	Advantage - Star (Qualified High Deductible) Base Plan 2020	Employee + Family	11/01/2020	\$123.81	
Health Savings Account (HSA)	Healthcare Savings Account 2020	Employee	11/01/2020	\$19.33	
Dental	Advantage Choice Dental Plan 2020	Employee + Family	11/01/2020	\$26.41	
Vision	VSP Plan 15-150 Vision Plan 2020	Employee + Family	11/01/2020	\$11.25	
Life	Basic Life and AD&C 2020	Employee	11/01/2020	\$0	\$2,300
Life	Basic Life and AD&C 2020	Spouse	11/01/2020	\$0	\$1,000
Life	Basic Life and AD&C 2020	Children	11/01/2020	\$0	\$2,000
Group Long-Term Disability	Long Term Disability 2020	Employee	11/01/2020	\$0	\$1,154.88
Voluntary Life	Voluntary Life 2020	Employee	11/01/2020	\$6.62	\$10,000
Voluntary Life	Voluntary Life 2020	Spouse	11/01/2020	\$4	\$5,000
Voluntary Life	Voluntary Life 2020	Children	11/01/2020	\$1	\$10,000

Dependents

Name	Plans
Spouse Employee (spouse)	Medical Dental Vision Life Voluntary Life HSA Employee Contribution
Adult Employee (18-65)	Medical Dental Vision Life Voluntary Life HSA Employee Contribution
Baby Employee (0-18)	Medical Dental Vision Life Voluntary Life HSA Employee Contribution

HSA Plan

Plan Type	Estimated Per Pay	Yearly Contribution	Started	Ended
HSA Employee Contribution	\$196.33	\$653.32	11/01/2020	
HSA Employer Contribution	\$66.66	\$206.67	11/01/2020	

Declined Coverages

Plan Type	Plan Name	Reason
Voluntary AD&C		Not Interested
Flexible Spending Account	Flexible Spending Account 2020	Ineligible for this plan
Limited Purpose FSA	Limited Purpose FSA 2020	Not Interested
Dependent Care Spending Account	Dependent Care FSA 2020	Not Interested
After Group Accident		Not Interested
After Group Critical Illness		Ineligible for this plan
After Group Hospital Indemnity		Not Interested

Name: Happy Employee
Signature _____ Date ____/____/____

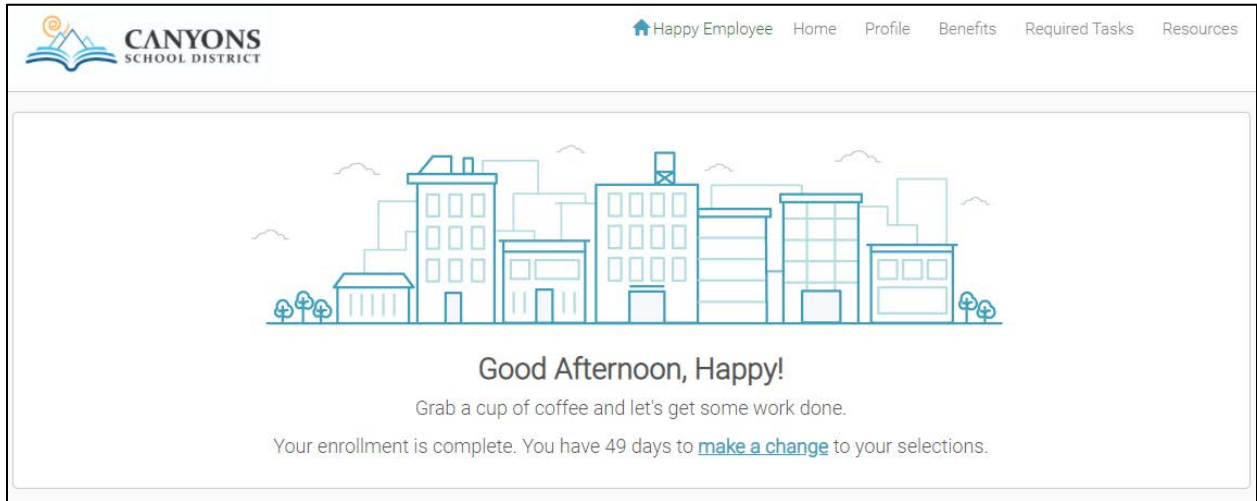
To make changes once you have completed enrollment:

Step 1

Log back into the enrollment system www.navigatemybenefits.com and enter the username and password you created previously.

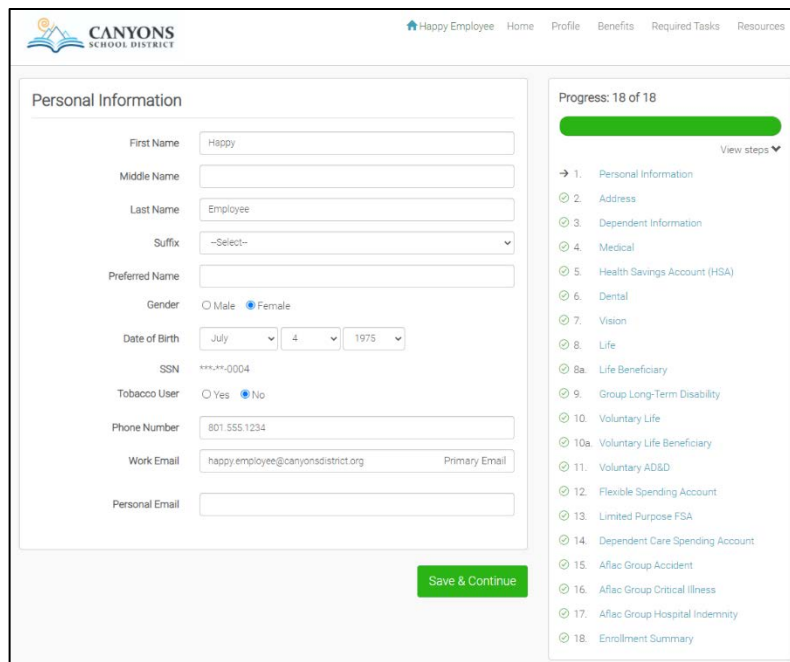
Step 2

Click on “**make a change**”



Step 3

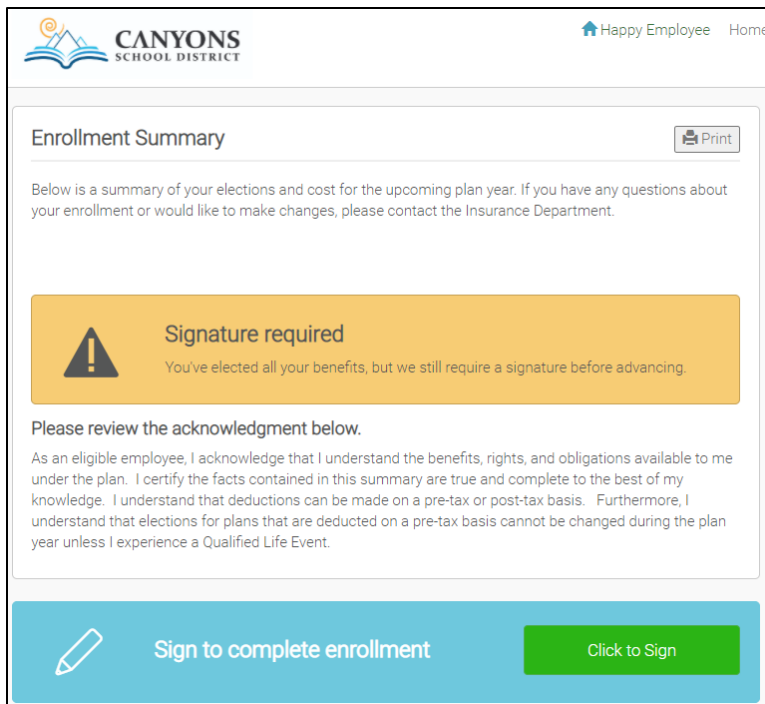
On the right side of the screen click on “**View steps**”. To view the drop-down benefit list. Click on the benefit you would like to update. After you update, click “**Save & Continue**”.




The screenshot shows the "Personal Information" form in the Canyon School District enrollment system. The form is divided into two main sections: "Personal Information" on the left and a "Progress" sidebar on the right. The "Personal Information" section contains the following fields: First Name (Happy), Middle Name, Last Name (Employee), Suffix (dropdown menu), Preferred Name, Gender (radio buttons for Male and Female, with Female selected), Date of Birth (July 4, 1975), SSN (***-**-0004), Tobacco User (radio buttons for Yes and No, with No selected), Phone Number (801.555.1234), Work Email (happy.employee@canyonsdistrict.org, Primary Email), and Personal Email. The "Progress" sidebar shows a progress bar for 18 of 18 steps and a "View steps" link. The list of steps includes: 1. Personal Information, 2. Address, 3. Dependent Information, 4. Medical, 5. Health Savings Account (HSA), 6. Dental, 7. Vision, 8. Life, 8a. Life Beneficiary, 9. Group Long-Term Disability, 10. Voluntary Life, 10a. Voluntary Life Beneficiary, 11. Voluntary AD&D, 12. Flexible Spending Account, 13. Limited Purpose FSA, 14. Dependent Care Spending Account, 15. Aflac Group Accident, 16. Aflac Group Critical Illness, 17. Aflac Group Hospital Indemnity, and 18. Enrollment Summary.

Step 4


Navigate back to the Enrollment Summary page and **“Click to Sign”** to reconfirm the changes you made. Be sure to print a copy of your benefit summary for your records.



 Happy Employee Home


Enrollment Summary Print

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 the Insurance Department.

 **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.

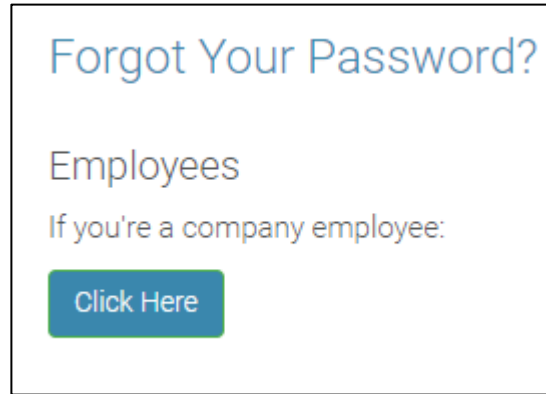
 [Sign to complete enrollment](#) [Click to Sign](#)

You have **30 days** from your start date to make changes.

To reset your password:

Step 1

To reset your password, go to www.navigatemybenefits.com and click on “**Reset Password**” under User Name/Password. Then click the button under Employees.



Forgot Your Password?

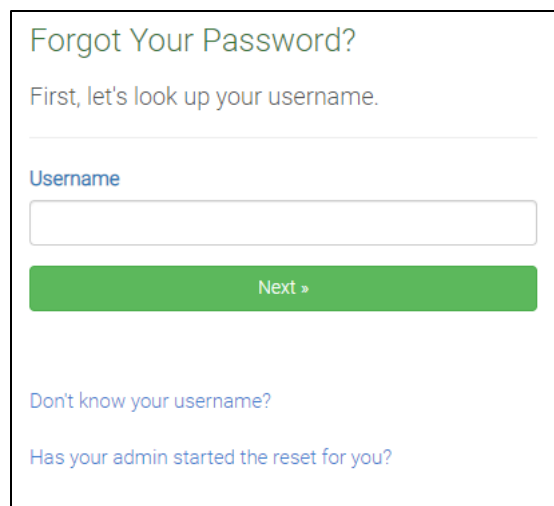
Employees

If you're a company employee:

[Click Here](#)

Step 2

Enter your username and click “**Next**”.



Forgot Your Password?

First, let's look up your username.

Username

[Next »](#)

[Don't know your username?](#)

[Has your admin started the reset for you?](#)

You will get an email with a link to create a new password.